

Orchard House School - Job Description - Head of Music

Head of Music (in addition to the generic Subject Leader job description)

- Line manager to a team of peripatetic music staff
- Timetabling of peripatetic music lessons
- Oversee termly reporting to parents
- Recruitment, induction and appraisal of music staff
- Checking of invoices for peripatetic music staff
- First point of contact between parents and music staff
- Communication between teaching staff and peripatetic music staff
- Organisation of external examinations
- Ensure a full programme of musical events across the academic year
- Prepare musical performances for marketing/social events
- Maintain good relations with proprietors of off-site venues used for teaching/performing; take responsibility for booking venues for musical activities

Music teacher

- Teach the OHS music curriculum to pupils across the school
- Lead extra-curricular musical activities such as choir, orchestra, productions and parent choir
- Lead hymn practice for Lower and Upper School
- Play the piano and lead the singing in assembly
- Teach individual lessons on a musical instrument as required
- Lead the music and drama for school productions

S A B Hobbs
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