

|                                |   |
|--------------------------------|---|
| <b>LOCATION</b>                | Puxi, Shanghai  |
| <b>JOB TITLE</b>               | <b>HEAD OF MUSIC</b>  |
| <b>JOB PURPOSE</b>             | To be an outstanding leader, organiser and classroom practitioner who develops students, directly and by inspiring and enabling other staff, so that they become the best that they can be. |
| <b>REPORTING TO</b>            | Vice Principal  |
| <b>DIRECT REPORTS</b>          | Subject teachers; Instrumental teachers; Primary Music Coordinator  |
| <b>OTHER KEY RELATIONSHIPS</b> | Heads of Secondary and Primary<br>Heads of Key Stages<br>Parents<br>Students  |
| <b>PACKAGE</b>                 | Competitive remuneration and benefits based on experience   |

#### **KEY RESULT AREA**

**In fulfilling the requirements of the post, the Head of Faculty/Department will demonstrate essential professional characteristics, and in particular will:**

- Inspire trust and confidence in students, colleagues and parents;
- Engage and motivate students;
- Build a strong teaching team and create the conditions for it to excel;
- Continually strive to develop the quality of students' learning;
- Use the student tracking and monitoring process to advance student learning and enhance professional practice in line with the school's aspirations and priorities;
- Contribute significantly to school improvement / development planning and promote the learning priorities of the school development plan;
- Manage the operation of the department/faculty smoothly and seamlessly;
- Develop and deploy resources to support high quality student learning;
- Promote the wider aspirations and values of the school.

#### **Planning, Teaching and Class Management**

Teach students so that they achieve their best by:

- Planning effective teaching programmes which provide exemplary learning opportunities within and beyond the classroom;
- Positively targeting and supporting individual learning needs;
- Maintaining high levels of behaviour and discipline;
- Effectively using homework and other extra-curricular learning opportunities;
- Establishing a purposeful and safe learning environment;
- Using modern technology to enhance learning opportunities;
- Making use of Nord Anglia Education Global Classroom online.

#### **Leadership**

- Coach, mentor and help develop subject teachers to be the best they can be;
- Create meaningful accountability for outcomes;
- Be an outstanding role model;
- Create transformational change in the faculty.

#### **Tracking, Assessment, Recording, Reporting**

- Make effective use of formative and summative assessment to plan challenging learning opportunities for all students;
- Monitor and record students' learning to ensure they remain on track to achieve challenging targets;
- Report on progress to appropriate stakeholders.

### **Pastoral Duties**

- Establish a purposeful and safe learning environment for all students;
- Promote the general progress and well-being of individual students and of the tutor group as a whole (where relevant);
- Contribute to the preparation of action plans and other support mechanisms;
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- Communicate effectively with parents of students, liaising with other staff as appropriate;
- Contribute to PSHE according to school policy.

### **Extra Curricular Activities**

- Develop and sustain an extra-curricular music programme suitable for a premium school;
- Lead and support musical activities for students as appropriate;
- Manage the instrumental teaching and ABRSM programmes;
- Support the life of the school beyond the classroom;
- Participate in residential weeks and other trips as appropriate;
- Contribute to whole school learning initiatives during term.

### **Other Requirements**

- Contribute positively to the morale and community spirit in the school;
- Work effectively in different teams;
- Assist in whole school marketing initiatives and contribute to the growth of the school;
- Operate at all times within the stated policies and practices of the school;
- Maintain an up to date knowledge of good practice in teaching techniques;
- Maintain subject(s) or specialism(s) to enable effective teaching;
- Keep knowledge of wider curriculum developments up to date;
- Undertake professional development to enhance teaching and students' learning, and apply outcomes and identify impact/share outcomes with colleagues;
- Meet responsibilities with regard to health and safety, equal opportunities and other relevant legislation and conform to professional and ethical requirements;
- Any other appropriate duties as allocated by members of the school's leadership team;
- Promote and adhere to Nord Anglia Education's vision and values:
  - **Opportunity** – For us, opportunities need to be meaningful, about achieving potential and making progress.
  - **Impact** - For us, impact is about making a difference. It needs to be immediate, positive and lasting.
  - **Leadership** - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
  - **Respect** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right

## PERSON SPECIFICATIONS

| <b>Qualifications/Training</b>  |           |
|---|-----------|
| ▪ Qualified to degree level or above  | Essential |
| ▪ Qualified Teacher status  | Essential |
| <b>Experience / Knowledge</b>   |           |
| ▪ Proven track record with at least two years' teaching experience  | Essential |
| ▪ Experience of being part of a highly successful department and school   | Desirable |
| ▪ Experience of leadership/management in a school   | Desirable |
| ▪ Demonstrable evidence of innovating and adapting curricula to engage children and enable them to perform highly | Essential |
| ▪ Experience of delivering a UK National Curriculum and/or the IB Diploma   | Desirable |
| ▪ Working in partnership with parents   | Essential |
| <b>Skills</b>   |           |
| ▪ Excellent oral and written communication skills   | Essential |
| ▪ Ability to engage children and enable them to perform highly  | Essential |
| ▪ Strong organisational skills  | Essential |
| <b>Personal Attributes</b>  |           |
| ▪ Passionate about education and young people   | Essential |
| ▪ Evidence of commitment to continuous professional development   | Essential |
| ▪ Confident global citizen or a willingness to become one   | Desirable |
| ▪ Understand the complex and demanding environment of an international school community                           | Desirable |

### **OTHER CONDITIONS**

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in China