

## **Job Description**

<b>Job Title</b>	Individual Music Coordinator (Individual Music Lessons)
<b>Responsible to</b>	Principal
<b>Reports to</b>	Principal
<b>Job Purpose</b>	<p>To coordinate the use of available resources and facilities to meet the practical needs of the Music department.</p> <p>To maintain specialist resources and long-term projects.</p> <p>To work with the teaching staff to create an appropriate learning environment for the students.</p> <p>To promote the aims and objectives of the school and maintain its philosophy.</p>
<b>Points of Responsibility</b>	L1 – for a period of 2 year

## **Main Responsibilities**

### **Standards & Achievements:**

- To ensure a caring, supportive, purposeful and stimulating environment conducive to students' learning.
- To ensure that the individual music lessons are planned and prepared in line with the school curriculum ensuring scope and balance in the subjects taught.
- To organise and manage individual music teachers while ensuring diversity of learning needs and abilities of students.
- To ensure that the set teaching objectives and learning outcomes are met with appropriate challenge and high expectations reflecting on the ability and achievements of individual students.
- To coordinate with individual music teachers the students' participation at various events/concerts/festivals.
- To oversee a regular system of monitoring, assessment, record keeping and reporting of individual music teachers progress in accordance with the school policies and best practice.

**Performances & Events:**

- To ensure that the deadlines for individual events, exam boards etc. are communicated to teachers in a timely manner and registration is complete within given deadlines.
- To coordinate the planning and development of all events and performances.
- To obtain internal approval for events/concerts within and outside of the school.
- To oversee and manage risk assessments for any such event/performance organised by the school, whether internal or external, while ensuring that the first aider is present at all the venues.
- To liaise with the administration as well as musicians, whether internal or external, for any planned events including rehearsals and to oversee the related list of tasks.
- To coordinate the advertisement of any event in the school's newsletter.
- To liaise and coordinate with the individual music teachers who is going to be attending which event.
- To ensure that whenever an event/exam takes place on site, the school is opened and closed during the requested times.
- To oversee the registration process of students for any event/exam/concert.
- To coordinate the tickets purchases and distribution and to keep a record of students' acceptances.
- To ensure that all teaching staff in the school are informed in advance of rehearsals/exams/events on any given school day.
- To ensure that an appropriate means of transport and/or accommodation have been organised for any event.
- To ensure that a necessary number of staff is present during any events/exams as per the legal requirements and the school's policies.
- To oversee any organisation of students' chaperones as per the need for after school until concert time.
- To ensure that all exam results are scanned, stored and distributed accordingly upon their receipt.
- To manage and oversee the overall budget related to the whole school section including that of possible external funding (music/art/parental).
- To manage, plan and oversee any overtime planning and needs and to it related calculations and approvals prior to it taking places.

**Administration & Generic:**

- To oversee the communication with individual music teachers and parents.
- To oversee any communication related to the payments of parents for the exams and accompanying musicians.
- To ensure that Parent letters are issued and addressed in timely manner.
- To coordinate with the administration in terms of room booking and individual communications with class teachers regarding the actual timetabling.
- To manage and plan the agenda for INSET days, internal and external meetings.
- To oversee the recruitment of all individual music teachers.



- To manage the individual music lessons distribution among the individual music teachers based on their qualification and expertise.
- To support the Principal in promoting the ethos of the school.
- To be the first point of contact for the individual music teachers in order to support their role within the school.
- To ensure that the equality as an integral part of the whole school is secured.
- To ensure that the welfare of children and their safeguarding is followed through relevant policies and procedures.

Any review as part of a Performance Management Review will be done against this job description

**This job description is subject to review and amendment by the Principal in the light of changing needs of the school, to provide appropriate development opportunities and/or the addition of any other reasonable duties.**

Last Reviewed / Updated: 18<sup>th</sup> November 2019