



ALLEYN COURT PREPARATORY SCHOOL

Job Description

Head of Music PT - 60%

Childhood at its best is an exciting and wondrous adventure where learning is present at every opportunity.

We aim to make it so.

Alley Court Preparatory School is non-selective and educates children from 2- 11yrs old. We have an average of 18 children per class and operate two forms of entry.

There are approximately 250 pupils and 75 staff. The Early-Years Section of the Pre-prep follows a Montessori format. From Yr1-6 children are increasingly taught by specialist teachers, making the most of the school resources and staff expertise. This prepares children very effectively for transition to their secondary school of choice.

Alley Court Preparatory School aims to:

- provide a first-class education through an environment that promotes curiosity, creativity, wonder and a love of learning;
- use a broad, rich and stimulating curriculum to inspire each child to attain the highest levels of academic, physical, artistic, and social endeavour, through understanding that sustained effort, reflection and diligence will always enhance results;
- ensure children are best prepared for whatever expectations they encounter when they move to their chosen secondary education;
- instil a passion to pursue dreams to fruition and the skills to contribute to a world of rapidly changing opportunities and technologies.
- establish and maintain high personal morals in line with British Values and the Christian foundation of the school.

Areas of Responsibility and Key Tasks

TEACHING AND LEARNING

Job Purpose

To carry out the professional duties of a teacher as dictated by the Headmaster and in accordance with the school's policies.

To be an effective professional who demonstrates superb curriculum knowledge, can teach and assess children effectively, take responsibility for their own professional development and create students who achieve well academically, in terms of both progress and



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attainment, and socially, in terms of becoming; curious, courageous and compassionate young people.

The National Teachers Standards set out the minimum expectations the school has of all teaching staff. This job description is to be performed in accordance with the provisions of the Teachers Standards and the expectations of the Staff Handbook.

Teachers will plan schemes of work and individual lessons (in those subjects they will teach) aimed to engage children's interests, inspire curiosity and questioning and ultimately to achieve outstanding progression of learning:

Key Responsibilities

- To the children for whom you are responsible at any one time; for outstanding learning, progression and exemplary behaviour.
- To pupils and colleagues for your own professional behaviour.
- To colleagues for their professional development.
- To parents and pupils, to ensure effective and constructive home/school liaison.
- To the Headteacher and Trustees of the school.

Key Tasks

- To ensure the welfare of children in your care as a teacher at Alley Court.
- To ensure the effective education of the pupils in your care, in line with the school's Aims and Objectives, Policies and Schemes of Work.
- To plan, provide and review class-based activities that lead to the effective education of the children in your charge.
- To create lessons designed to stimulate, engage and challenge children to learn at a rate appropriate to their individual ability.
- To ensure planning will be stored on the appropriate areas of the school's intranet systems.
- To ensure learning objectives and success criteria will be frequently shared with children within each lesson. Children will be absolutely clear about what is expected from them.
- To maximise the potential of each child in all areas of his/her development and to differentiate work according to ability.
- To ensure the good behaviour and safety of all children in your care, and to develop within them positive attitudes towards themselves, adults, peers, property and work.
- To participate in agreed school assessment procedures and maintain effective records in relation to the progress of the class and individual children, using the



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school's MIS.

- To continually re-enforce the notion of their high expectations and set challenges to stretch children in a supportive, but rigorous manner.
- To develop and maintain a harmonious and constructive home/school partnership.
- To share in the development of positive school/community relationships.
- To consult and inform parents regarding the curriculum, progress, attainment and attitudes of their children.
- To attend, prepare for and take an active role in Staff Meetings, Open Mornings, Parents' Evenings, Inset Days, Parent Information Presentations and other occasions as requested.
- To participate in arrangements for further training and the development of your own professional skills and knowledge.
- To participate in reviewing and writing relevant Policies.
- To create a stimulating, lively, orderly and tidy environment for all children in your care, instilling in them good habits and respect for their environment.
- To lead or participate in extra-curricular activities of a musical nature as directed by the Headteacher.
- To be part of the advertised duty rota, and to pick up other teaching duties as directed by the Headteacher e.g. cover.

Pastoral Duties

- Take every opportunity to ensure the pastoral wellbeing of children in the school.
- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Ensure that all social and emotional concerns/incidents are recorded appropriately on SchoolBase.
- Establish effective working relationships with children, parents and staff and set a good example through their presentation, personal and professional conduct;
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings etc.
- Take responsibility for own professional development and duties in relation to school policies and practices.
- Liaise effectively with parents and Trustees.



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- Take an active part in the wider life of the school in line with expectations of the Independent School sector.

Form Tutor expectations

You will be expected to take on the role of Form Tutor if requested by the Headteacher.

The **Form Tutor** is expected to;

- Be the lead practitioner ensuring the highest quality of academic, social and emotional provision is available for all the pupils in their **Tutor Group**, when they are within the care of the school.
- Liaise with the Pastoral Leader (Paula Hart) to ensure the implementation of the school's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Contribute to the preparation of Action Plans, ISPs, progress files and other reports.
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.
- Contribute to PSHE and citizenship and enterprise according to school policy.

Specialist Teacher/Department Head role

The **Head of Music** is expected to;

Lead **Music** across the School. Develop a whole-school approach to teaching your subject in such a manner as to stimulate in children a lasting passion for learning and participation in Music and Drama, making fullest use of the resources available at the school and in the local environment. Also to:

- Develop an inspirational and stimulating Curriculum in line with the National Curriculum and the highest expectations of entry to Grammar and Independent Schools.
- Be accountable for progress and attainment in Music across the school – maintain assessment records and design assessment tasks as appropriate.
- Demonstrate clear planning for the development of your subject area (to include curricular developments and resource management).
- Report to the SLT on the development of your department and provide reports to Trustees as requested.



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- Work to develop your teaching-of-music skills through appropriate training and development opportunities. Ensure the curriculum and lessons are of the highest quality, by seeing what other schools are doing.
- To arrange, manage and direct regular musical performance opportunities for children to present to parents, their peers and other audiences and to ensure such shows are of a standard of execution as enhances the reputation of the school.
- To prepare and deliver appropriate hymns and musical performances with children in assemblies. To lead the school in Hymn practice to develop our communal voice.
- To prepare children appropriately for the school's Carol Concert on the last day of the Autumn Term. To attend such school occasions by swapping a working day.
- To support teachers in the production of class assemblies and other class/year-group activities that may require a musical input.
- Coordinate and direct Upper/Lower school choirs and an orchestra as required.
- To liaise with and manage the peripatetic instrumental teachers. (Advising on the appointment of new teachers as and when required, assisting with their induction procedures and informing them of school policies and procedures, particularly safeguarding and child protection.)
- Manage the purchase, control and distribution of resources for the department. To keep an up to date inventory of resources within the department.
- To promote and oversee musical instrument tuition and encourage children to enter for exams and grades as appropriate.
- To produce annual department development plan and self-evaluation and ensure implementation of the Plan.
- To contribute to the school's overall development and prepare appropriately for inspections through the ISI.
- To organise visits and school-based events to broaden the children's musical and dramatic experiences.
- Be the face of Music at Alley Court in making presentations to parents and other groups as appropriate.
- Communicate with secondary schools, other independent schools and the media to raise the profile of Music within Alley Court.
- Support other teachers to develop their practice in Music through monitoring and appraisal where directed by the Headmaster.
- To liaise closely with the Head of Drama to ensure the success of the annual school show.

In addition to the role of Head of Music, you will be expected to teach other subjects as directed by the Headmaster according to need. You may expect a minimum of 10% and a maximum of 20% PPA time, pro-rata.

Where you have Staff operating within your Department and will be expected to carry out Appraisal and Monitoring to assist them in their professional development.



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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description should be read in conjunction with the Staff Handbook and other policy documents available through the school intranet.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.



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Person Specification

Teacher for Head of Music

	Essential	Desirable
Qualifications	Appropriate qualifications within music/ music teaching. Good GCSE/A-level evidencing a broad education	QTS is desirable, but not essential
Experience	Teaching experience at EYFS, Key Stage 1 and 2 as appropriate to the role. Experience of leading orchestras/bands and other musical groups in and beyond school. Experience of supporting musicals within and beyond school, with the appropriate age-group. Personal engagement on Dramatic Arts.	Experiences outside the school environment. Experience of leading groups of children off-site and on residential visits
Knowledge and Understanding	Knowledge and understanding of <ul style="list-style-type: none"> the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies); the monitoring, assessment, recording and reporting of pupils' progress; the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Safeguarding Children, British Values and the PREVENT strategy; the school policies and Staff Handbook effective teaching and learning styles; up-to-date pedagogy concerning the delivery and content of your subject/s. 	
Skills	The role will require you to: <ul style="list-style-type: none"> display outstanding communication skills in Standard English, to enable them to build relationships, teach children, promote the school's aims positively, communicate with stakeholders and inspire confidence in others; demonstrate highly effective inter-personal skills within a team; establish and develop close relationships with parents, trustees and the community; create a happy, challenging and effective learning environment. Comfortably demonstrate the expectations of the Teaching Standards.	
Personal Characteristics	Teachers need to be able to demonstrate that they are routinely: <ul style="list-style-type: none"> Enthusiastic about you subject area and the wider life of the school Reflective Resourceful / Well-organised Responsible Resilient Respectful Enthusiastic 	



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	<ul style="list-style-type: none">• Able to motivate self and others• Calm and good-humoured under pressure• Willing and capable to engage with the school's ethos and mission statement• Smart in presentation and have good personal hygiene• understanding of and committed to the independent school ethos of engaging in the full life of the school• Punctual and well-prepared for the events of the day ahead
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H Sanders April 2025