

## **REGENT'S SCHOOL – BANGKOK**

### **Job Description for Head of Primary Music**

**Reporting to:** Head of Primary, Deputy Head of Primary

**Responsible for:**

Class Teaching Assistants in lessons  
Peripatetic Music Teachers  
Primary Music teachers

Primary school teachers, including specialist subject teachers such as Music, educate school children from Pre-Nursery to Year 6. The Music teachers and Head of Primary Music do this by planning and conducting a full Music education programme to develop the musical knowledge skills and understanding and the physical, emotional, intellectual and social growth of their students in accordance with School policies and procedures. Primary music teachers will be qualified teachers who have previous experience of working with Primary aged pupils and are competent in delivering the Primary Music curriculum. Teachers will be experienced and confident in leading large groups of Primary aged pupils and secure in classroom management.

The role involves leading large group singing in addition to weekly Music lessons which engage pupils in the development of their music skills.

As a part of their additional duties to class teaching, orchestral and choral sessions for Primary, the Music teacher will demonstrate a commitment towards implementing the mission and philosophy of the school, whereby ensuring children are working towards the stated outcomes. At times, they may also be required to teach other subjects. They will adhere to all policies and procedures of the school, including the Primary Teacher Job Description.

**As Head of Primary Music, they will:**

- Lead the development of the subject area and ensure that it is appropriately planned for, delivered, resourced, assessed and reported.
- Line manage any other teachers of Music and instrumental lessons in the Primary school, including peripatetic teachers.
- Organise school performances and link with other members of staff to lead the musical aspects of school productions
- Lead orchestra, choir and smaller groups of performers in their weekly rehearsals and performances
- Lead and widely contribute to external school events and performances
- Lead (in liaison with other school members) the music aspects of school productions and other events.

**As a teacher and Head of Department, they will ensure that they, and the teachers they line manage:**

- Creatively teach Music to pupils ranging from aged 2 to 11 years.
- Plan, teach and assess the ENC Curriculum for Music and UK Statutory requirements as relevant to our school.
- Development the annual calendar of the Primary Music Department, driving the artistic direction and long-term plans for Music in the primary school.
- Promote a mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school, with particular reference to music.
- Carry out such associated duties as are reasonably assigned by the Head of Primary

- Promote the mission and philosophy of the school.

## **Specific roles Include:**

### Policy

- The Head of Primary Music has responsibility for all matters pertaining to the day-to-day administrative organisation and curriculum issues pertaining to their subject and area at Regent's International School, Bangkok.
- To efficiently plan for future curriculum requirements ensuring the school follows the requirements of the English National Curriculum and Thai Ministry of Education demands in consultation with the Deputy Head of Primary.
- To assist in the leadership of the Primary school
- To exemplify the school philosophy and to ensure the school mission and Guiding Statements are understood and supported
- To represent and promote the subject
- To be fully committed to Round Square ethos.
- To ensure the subject is taught effectively and efficiently in all areas with both vertical and horizontal articulation of the subject
- To ensure the school policy of the English Learning Environment is fully and effectively implemented
- To undertake responsibilities which can be reasonably expected from the Board, Principal, Head of Primary and Deputy Heads
- To keep up-to-date with current thinking as regards teaching and learning

### Implementation

- To manage, maintain, implement and evaluate the effectiveness of schemes of work which are regularly updated, meeting deadlines set by the line manager.
- To manage, maintain and develop assessment, recording and reporting
- To be thorough in preparation for teaching and working with colleagues teaching to a level of high quality
- To purchase and administer resources and maintain an up-to-date inventory and purchasing logbook.
- To lead and monitor the department ensuring that colleagues are working to agreed approaches and content.
- To ensure all department files are maintained and up-to-date.
- To be fully conversant with behaviour management programmes and ensure they are implemented for the department.
- To assist where applicable in providing training and professional development needs of staff within the department
- To review the performance of the department regularly, taking action where required to overcome problems
- To ensure that the subject is well-represented in extra-curricular activities, allowing students to be inspired by the subject both within and outside the curriculum
- Where applicable, to be responsible for any technicians/support staff within the department

### Communication

- Provide and maintain an effective communication process and disseminate information efficiently.
- Build the confidence of colleagues, empathise with their interests, concerns and needs.
- Address staff briefings, meetings and assemblies as required.

#### Administration

- To attend subject and leadership meetings as directed.
- To attend meetings of various committees as required.
- To effectively deal directly with the parents of children in the school as required
- To assist in the testing and interviewing of potentially new pupils within the Admissions process if and when required, including scholarships.
- Liaise with members of the department, Deputy Head and Head of Primary on day-to-day matters.
- Writing references and recommendations for students when required.