

# MUSIC COORDINATOR

Line manager: Head of Primary

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The Primary Music Coordinator is responsible for the academic progress of pupils who study her subject in Primary. She is responsible for supporting the work of Class Teachers and making sure that all members of each department participate effectively.

## 1. Overall Responsibilities

*The Music Coordinator will:*

- provide professional leadership and management for the subject in order to secure a high quality of teaching, effective use of resources and improved standards of learning and achievement of all pupils
- support, guide and motivate teachers within each department
- review and evaluate the effectiveness of teaching and learning of her subject
- establish priorities and targets for her subject and monitor progress
- establish targets for staff and pupils and monitor their progress, within the context of school and departmental targets
- understand the needs of her own subject and, of equal importance, appreciate the way other subjects contribute to the overall education of the pupils.

## 2. Responsibilities for Pupils

*The Music Coordinator will:*

- make sure pupils have access to a first-class education in the subject being studied
- establish clear policies and practices for assessing, recording and reporting on pupil achievement
- use this information to recognise achievement and set targets for future improvement
- liaise with the Phase Leaders / HODs , Assistant Head of Primary , Head of Primary and secondary Heads of Department as appropriate

## 3. Responsibilities for Staff

*The Music Coordinator will:*

- support the work of all staff and encourage an atmosphere of cooperation and mutual trust within the department.
- review planning

- ensure that all members of the department are aware of school policies and guidelines
- allocate work and responsibilities to other members of the department
- be concerned for their development as fellow professionals
- inform the department about developments in education generally
- construct Music teacher' s timetable after liaising with the Head of Primary

#### **4. Responsibilities as Subject Leader**

*The Music Coordinator will:*

- ensure curriculum coverage, continuity and progression in the subject for all pupils, including those with high ability and those with special needs
- make sure teachers are clear about the music policies and procedures
- visit lessons on a regular basis and encourage visits by other colleagues
- keep up to date on changes within the subject curriculum and, within that context, make recommendations about:
  - new courses
  - new materials
  - INSET needs
- lead professional development of subject staff through example and support, and coordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise, visiting lessons, etc.
- order new equipment and resources
- co-ordinate the instrumental programme
- oversee upkeep and general repair of instruments
- organise subject specific resources in an accessible and orderly way
- co-ordinate displays for her subject.
- organise and oversee whole school Music events such as concerts and Music assemblies.

#### **5. Other Responsibilities**

*The Music Coordinator will:*

- carry out other responsibilities as the Headmistress may reasonably require during the term-time.