

JOB DESCRIPTION

Job Title:	Director of Music
Reports to:	Deputy Head Academic
Responsible for:	Music Department, Music Teachers, Peripatetic Music Teachers and the School's Choral and Instrumental Music Programme
Contract:	Full-time
Start date:	September 2027

Job Purpose

St Hugh's School seeks to appoint an outstanding and inspirational Director of Music to lead and develop a vibrant and ambitious music programme across the School.

The successful candidate will be responsible for the strategic leadership of curriculum music from EYFS to GCSE, ensuring that all pupils experience a high-quality, engaging and inclusive music education. They will inspire musical excellence across the School, fostering participation and achievement in classroom music, choirs, instrumental ensembles and public performances.

The Director of Music will oversee the work of class music teachers, peripatetic music teachers, lead the School's choirs and ensembles, organise a broad programme of concerts and performances, and contribute significantly to the cultural and creative life of the School. Working closely with the Head of Drama, the Director of Music will play a central role in the production of school performances, including the Middle School Show and Year 7 and Senior Productions.

Main Duties and Responsibilities

1. Leadership and Management

- Provide strategic leadership and vision for music across the School from EYFS to GCSE.
- Lead the development, implementation and evaluation of the Music curriculum.
- Promote a culture of musical excellence, participation and enjoyment.
- Develop and implement departmental development plans aligned with the School's strategic priorities.
- Monitor and evaluate standards of teaching, learning and pupil achievement.
- Maintain high expectations of behaviour, participation and performance.
- Keep abreast of developments in music education and examination specifications.

2. Teaching and Learning

- Teach Music across an appropriate range of year groups, including GCSE.
- Deliver engaging, challenging and inclusive lessons that inspire a lifelong appreciation of music.
- Prepare pupils effectively for GCSE examinations and performance assessments.
- Support pupils of all abilities, including those with particular musical talents.
- Promote creativity, musicianship, performance skills and musical literacy.
- Use assessment effectively to monitor progress and inform teaching.

3. Curriculum Development

- Develop and maintain a coherent and progressive Music curriculum from EYFS to GCSE.
- Ensure continuity and progression between key stages.
- Review schemes of work and resources regularly to ensure relevance and quality.
- Promote a broad and diverse musical experience including classical, contemporary, world and popular musical traditions.
- Develop opportunities for composition, performance, listening and appraising throughout the curriculum.

4. Choral and Instrumental Music

- Lead and direct the School's choir programme.
- Develop opportunities for participation in singing across the School.
- Rehearse and conduct choirs and other vocal ensembles.
- Encourage pupil participation in instrumental and ensemble music-making.
- Rehearse and conduct orchestra and other instrumental ensembles.
- Support the development of musical groups and performance opportunities.
- Promote progression in performance and musicianship across all age ranges.

5. Leadership of Peripatetic Music Provision

- Lead and support the School's team of peripatetic music teachers.
- Coordinate instrumental and vocal tuition across the School.
- Foster effective communication between peripatetic staff, parents and the School.
- Support the recruitment, induction and ongoing development of visiting music staff.
- Ensure a high-quality and consistent experience for pupils receiving instrumental and vocal tuition.
- Work collaboratively with peripatetic staff to develop concerts, ensembles and performance opportunities.

6. Concerts, Events and Performances

The Director of Music will be responsible for planning, organising, accompanying and leading the School's music performance programme, including:

- The annual Carol Service.
- Remembrance Service music and performances.

- The annual Spring Music Festival and House Singing Competition.
- Biennial rotation of Summer Concerts and Picnic Concerts.
- Regular Tea-Time Concerts in collaboration with peripatetic music teachers.
- Musical performances at assemblies, Open Days and school events.
- Musical contributions to Speech Day and other major school celebrations.
- Musical provision for anniversary events and special occasions.
- Opportunities for soloists, ensembles, choirs and instrumental groups to perform throughout the year.

7. Productions

Working closely with the Head of Drama, the Director of Music will:

- Lead the musical elements of school productions.
- Support the planning and delivery of the Middle School Show.
- Support the planning and delivery of the Year 7 Production.
- Support the planning and delivery of the Senior Production.
- Rehearse singers, musicians and ensembles involved in productions.
- Coordinate any pit bands, accompanists or musical directors required for performances.
- Contribute creatively to the artistic vision and success of productions.

8. Chamber Choir Tour and Educational Visits

- Organise and lead the annual Chamber Choir Trip.
- Plan and coordinate music tours, workshops and performance opportunities as appropriate.
- Complete all necessary administration, safeguarding procedures and risk assessments.
- Develop partnerships with external musical organisations, venues and festivals.
- Promote opportunities for pupils to experience music beyond the classroom.

9. Department Administration and Resources

- Manage departmental resources effectively.
- Oversee the maintenance, organisation and development of musical instruments and equipment.
- Ensure practice rooms, rehearsal spaces and performance venues are appropriately resourced.
- Manage music technology resources where applicable.
- Maintain an organised, stimulating and safe learning environment.
- Manage the organisation of termly ABRSM exams, booking, running and communication with the Board, VMTs and parents.

10. Budget Management

- Prepare and manage the annual Music Department budget.
- Monitor expenditure and ensure value for money.
- Plan strategically for future resource and instrument requirements.
- Support fundraising or sponsorship opportunities where appropriate.

11. Health and Safety

- Ensure compliance with all health and safety requirements relating to music teaching and performance.
- Undertake and maintain appropriate risk assessments.
- Ensure the safe use, storage and maintenance of musical instruments and equipment.
- Support safeguarding and welfare procedures during concerts, productions and educational visits.

12. Communication and Collaboration

- Maintain effective communication with pupils, parents and colleagues.
- Work collaboratively with academic, pastoral and co-curricular staff.
- Promote the value of music throughout the School community.
- Represent the Music Department at school events, open mornings and admissions activities.
- Contribute positively to whole-school initiatives and strategic developments.

13. Wider Life of the School

- This role does not normally require the post-holder to be a form-tutor.
- Monitor pupils' wellbeing, attendance, behaviour and academic progress, maintaining regular communication with parents and colleagues as appropriate.
- Attend and contribute to parent consultations, staff meetings, assemblies and school events.
- Perform supervisory duties as directed by the School.
- Accompany and support educational visits, residential trips, concerts, tours and other school activities.
- Attend key school events including Open Mornings, Prize Giving, Speech Day, productions and community events.
- Promote and uphold the values, culture and reputation of St Hugh's School.
- Contribute positively to the collegial and collaborative culture of the School.
- Undertake any other reasonable duties commensurate with the seniority and responsibilities of the post.

14. General Responsibilities

- To attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population.
- To cover for absent colleagues when required.
- To ensure that you are familiar (with all school policies and the contents of the staff handbook).

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times.
- Display correct staff identification at all times whilst on site.
- Adhere, at all times, to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.
- Carry out any other reasonable duties as requested by the Headmaster or members of the School Leadership Team.
- Constantly appraise your professional performance, participating in training courses and keeping informed of current legislations and best practice in conjunction with the Deputy Head Academic, Headmaster and the Deputy Head, Operations.

Person Specification – Director of Music

Essential

- A good honours degree in Music or a related discipline.
- Qualified Teacher Status (QTS) or equivalent.
- Experience of teaching Music across a range of age groups, including GCSE.
- Excellent conducting and rehearsal skills.
- Strong keyboard and accompanying skills.
- Experience of leading choirs, ensembles and public performances.
- Excellent organisational and leadership skills.
- Strong communication and interpersonal skills.
- Commitment to safeguarding and promoting the welfare of children.
- A passion for inspiring young musicians and promoting music throughout school life.

Desirable

- Previous experience as a Head of Music or Director of Music.
- Experience within the independent school sector.
- Experience of leading large-scale concerts and productions.
- Experience managing peripatetic music staff.
- Knowledge of music technology and recording.
- Experience organising music tours, festivals or residential visits.