



Job Description

Job Title:	Head of Brass
Department:	Music
Responsible to:	Director of Music
Last reviewed:	May 2023

Job Outline

An enthusiastic, dynamic and committed Head of Brass is required to teach, lead and develop the Brass department.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Duties

- Be fully committed to maintaining the Music Department's high standards by showing a dynamic and inspirational approach to the discipline and enthusing pupils with a love of music.
- Develop the role, which is at the heart of the department, to ensure the significance and the quality of output of brass being played at the School.
- Enact the strategic plan for the growth of brass playing at Haileybury, particularly through external work with local feeder schools.
- Be the first point of contact for brass teachers, allocating pupils to staff; monitoring pupils' progress; monitoring teaching through observations; encouraging good practice amongst teachers; professional development; allocation of pupils to ensembles; and assisting with timetabling issues.
- Work with the Director of Music on issues including recruitment, selection and performance management of teachers and music scholars.
- Lead and develop brass ensembles, including Symphonic Brass and training ensembles.
- Work with the School's Combined Cadet Force to develop a marching band.
- Organise master-classes given by visiting professionals and departmental concerts.
- Organise the regular lunchtime brass recitals.
- Attend the weekly Heads of Section meeting.
- Work with the Music Administrator in looking after the School's stock of instruments and arranging repairs when necessary.
- Assist in the marketing and promotion of the Music Department and wider school community, including the development of such initiatives as the entering of pupils/ensembles for external music festivals.

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Head of Brass Person Specification

	Essential	Desirable
Qualifications		
Hold a degree, diploma or equivalent qualification relevant to the role	✓	
Knowledge, Skills and Experience		
Excellent knowledge of repertoire – solo and ensemble	✓	
Experience of teaching or tuition – ensemble conducting and leading, and knowledge of the exam boards requirements for grades and diploma qualifications	✓	
Extensive concert and performance experience	✓	
Performed as a professional soloist or as part of a professional ensemble	✓	
Basic piano skills and excellent musicianship	✓	
Excellent organisational and time management skills	✓	
Highly articulate with excellent written communication skills	✓	
High level of computer literacy	✓	
Experience of managing a team		✓
Personal Attributes		
Good understanding of working in a school and a residential environment	✓	
Ability to communicate effectively with people at all levels both internally and externally; ability to relate to young people	✓	
Ability to work independently as well as part of a team	✓	
Ability to work unsupervised and use own initiative	✓	
Willingness to work flexibly and the ability to adapt to the needs of the role	✓	
Professional, conscientious and reliable	✓	