



Job Description

Job Title:	Head of Instrumental Jazz and Popular Music
Department:	Music
Responsible to:	Director of Music
Last reviewed:	May 2023

Job Outline

An enthusiastic, dynamic and committed Head of Instrumental Jazz and Popular Music is required to teach, lead and develop the Jazz and Popular Music 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 jazz and popular music.
- Be the first point of contact for guitar and percussion 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.
- Be a member of the panel at scholarship auditions, and act as mentor to a small number of music scholars.
- Work closely with the Music Technician to promote the use and understanding of music technology among pupils, through electives and activities and situate music technology at the heart of the department.
- Have proven ability in the use of Sibelius and other composition software, arranging music as necessary and in consultation with the Director of Music.
- Be comfortable with teaching improvisation to pupils, promoting and demonstrating this in ensembles.
- Continue to develop the significance and importance of Big Band as a flagship group, also promoting training groups and organising pupil-led bands.
- Organise master-classes given by visiting professionals and departmental concerts.
- Attend the weekly Heads of Section meeting.

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- Have oversight of the House Music competition and Cabaret and implement smaller, more informal opportunities for bands and instrumentalists to perform – through Open Mic concerts and other initiatives.
- Consider ways to incorporate distinctive forms of popular music, such as rap, into the department's offer.
- 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, developing such initiatives as liaison with local schools and entering 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 Instrumental Jazz and Popular Music Person Specification

	Essential	Desirable
Qualifications		
Degree, diploma or equivalent qualification relevant to the role	✓	
Knowledge, Skills and Experience		
Excellent knowledge of repertoire – solo, ensemble, jazz and popular music	✓	
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	✓	