



Job Description

Job Title	:	Head of Instrumental Jazz and Popular Music (Peripatetic or Academic)
Responsible to	:	Director of Music
Department	:	Music
Last reviewed	:	January 2021

Job Outline and Purpose:

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

The nature of a 24hr a day, 7 days per week boarding school require staff to work flexibly and as the School is used by pupils at weekends, there may be a requirement for the job holder to work early mornings, evenings and weekends.

Duties:

The post-holder will:

- be fully committed to maintaining the Department's high standards by showing a dynamic and inspirational approach to the discipline and enthusing pupils with a love of music
- develop this new role at the heart of the department to ensure the significance and 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; spreading good practice amongst teachers; professional development; allocation of pupils to ensembles; assisting with timetabling issues; assisting with appointing of staff)
- 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 a proven ability in the use of Sibelius and other compositional software, arranging music as necessary and in consultation with the Director of Music
- be comfortable with teaching improvisation to pupils, and promoting and demonstrating this in ensembles
- continue to develop the significance and importance of Big Band as a central ensemble, promoting smaller training bands for other pupils, and emphasising the unique difference between Big/Jazz Band ensembles and Wind/Concert bands
- develop, as a priority, the number of small ensembles – such as jazz trios and quintets
- encourage an increase in the number of bands and other popular music ensembles across all year groups, particular in senior years
- organise master-classes given by visiting professionals and departmental concerts
- work with the Director of Music/Music Administrator on issues including budget, recruitment, selection, induction and performance management of teachers and music scholars
- organise termly popular music / jazz concerts
- have oversight of Cabaret and implement smaller, more informal opportunities for bands and instrumentalists to perform – through 'Unplugged' concerts and other initiatives
- consider ways to incorporate distinctive forms of popular music, such as rap, into the department's offer be a member of the adjudicating panel at Music scholarship auditions
- 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

- create other initiatives, e.g. liaison with local schools; entering pupils/ensembles for external music festivals; etc
- maintain efficient and timely communications with parents/guardians and other relevant stakeholders
- attend departmental meetings
- complete all duties effectively, efficiently, accurately, and within allocated deadlines

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

Person Specification

Experience

- excellent knowledge of repertoire (solo and ensemble, jazz and popular music)
- experience of teaching or tuition; ensemble conducting and leading; exam boards and their requirements for grades and diploma qualifications; extensive concert and performance experience.
- experience of working as part of a team and managing colleagues.
- experience of working in a school or other educational establishment
- performed as a professional soloist or as part of a professional ensemble

Skills

- basic piano skills and excellent musicianship
- Highly articulate, confident and dynamic personality
- High level of computer literacy, particularly with a School Information Management System
- Excellent communication skills with all relevant client groups, both internally and externally
- Ability to understand and operate within a school environment
- Well organised with the ability to prioritise work to deadlines and under pressure
- Ability to work in a way that promotes the safety and wellbeing of children and young people
- Ability to work in a team and individually, using own initiative
- Flexible with the ability to adapt to changes to work schedules
- Confident, self-motivated and proactive
- Enthusiastic with the ability to learn
- Honest, polite, reliable, resourceful, flexible, punctual and committed

Qualifications

- Hold a degree, diploma or equivalent qualification relevant to the advertised post.

Child Protection at Haileybury

Though this role does not require the direct supervision of pupils, in addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to COSHH, Risk Assessments, PPE, PSOP's and Manual Handling. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate managers or the Health and Safety Manager.

Data Protection at Haileybury

The College will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the College's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.