



Westcliff High School  
for Boys

**JOB DESCRIPTION**  
**DIRECTOR OF MUSIC**

## INTRODUCTION

This position involves the leadership and teaching of Music. The person appointed will be responsible for the Music Department. She/he will work with the Senior Team to promote the strategic direction for the Department within the context of a Selective School. The School has a demanding curriculum in which reading and the pursuit of scholarship are seen as of the first importance. The successful candidate will have a strong academic and musical background.

The Music Department at Westcliff High School for Boys (WHSB) has been a high performing Department for many years. We have consistently achieved outstanding results in Public Examinations. The Department has grown considerably over recent years. There are presently four classes taking GCSE Music in Year 10 and Year 11 and, while Sixth Form numbers fluctuate, it is not uncommon for class-sizes to be in the double figures.

Music is central to the life of the School: hymns are sung twice a week, usually accompanied by organ scholars, and each Wednesday there is a musical performance in assembly. There is a busy annual calendar of concerts performed to an exceptionally high standard, including three Chamber Recitals, three orchestral concerts, two Big Band concerts, and regular services. Ensembles and choirs meet each week to rehearse, including the Westcliff Sinfonia (orchestra), Big Band, Jazz Band, Choir, Treble Choir, String Ensemble and Brass Ensemble. There is also a musical production in collaboration with the drama department each year. At least one trip runs every term to see a concert or opera in London. Instrumental and singing lessons are popular, and the department is home to twelve members of peripatetic staff who are line-managed by the Director of Music.

## ACCOMMODATION AND FACILITIES

The Music Department occupies its own floor in the 'M' block. There are two full-sized classrooms, each with a suite of keyboards and computers with Sibelius software installed. One of these classrooms is substantially larger and functions as a rehearsal room. There is a third, similarly equipped, smaller classroom for sixth-form teaching. There are four practice rooms, a storage room for musical instruments, and two large storage cupboards. On the same floor is a Music staff-room and a fully-equipped tech studio. All classrooms have modern audio-visual systems. All practice rooms and the two main teaching rooms have upright pianos. Performances take place in the Main Hall, where there is a Yamaha grand piano and an organ.

## CURRICULUM

The Lower School curriculum (Year 7 to Year 9) introduces pupils to basic then intermediate music theory, with harmonic, melodic and textural concepts and a range of musical cultures and traditions covered prior to their decision to take the subject at GCSE. Middle School pupils follow the Edexcel GCSE specification, while Sixth Form students follow the Eduqas specification.

The importance of developing cultural capital is highlighted by the department's 'Cultural Enrichment Project' wherein all pupils in the Lower School are expected to attend a concert each year. The department also provides instruction in Music Technology as an extra-curricular activity.



## EXAMINATION RESULTS

The Music department has a track record of examination success: 60% of the 2025 Music cohort achieved grades 8-9, while 80% of A-Level music students achieved A\*-B over the past four years. Students leaving the School to study Music at university often do so at top institutions: six of the 2025 A Level cohort have gone on to study Music in some form, one at Cambridge, and another at Berklee in Boston, Massachusetts.

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**POSITION:** DIRECTOR OF MUSIC

**TLR:** 2C (Currently £8,611)

## LINE OF RESPONSIBILITY

The Director of Music is directly responsible to the Headmaster (line managed by a member of Senior Team.)

## LINE MANAGEMENT

The Director of Music appraises and line manages the work of the Assistant Director of Music, Music Teachers and the peripatetic instrumental music teachers.

## JOB CONTENT:

The Director of Music shall provide strategic leadership of the Music Department, including the application of the School's policies and development priorities to secure high level outcomes for all students studying and participating in Music. S/he shall lead, monitor and evaluate the Music provision, and work with senior colleagues to ensure that Music students are well motivated to achieve demanding personal goals. S/he shall ensure that the Music Department aims for the highest possible standards of educational provision through the setting of rigorous targets which support the Department's and School's development priorities. S/he will provide a comprehensive extra-curricular programme of music and be fully involved in all aspects of music provision, including Assemblies, Special Events and Services.

## Core Responsibilities

The Director of Music will :

1. Be responsible to the Headmaster (line managed by a member of Senior Team) for drafting a statement of the Department's general aims and objectives within the context of the School's curricular policies.
2. Provide for the Department guidance, advice and leadership on:
  - Aims and objectives (see paragraph 1 above)
  - Schemes of Work



- Teaching methods
  - Assessment, Recording and Reporting
  - The Classroom environment (using the Teaching Assistant)
  - Adaptive Teaching and Revision for Learning
- and to ensure that these matters are the focus of regular Departmental discussion.
3. Determine, in consultation with the Headmaster and the Department's line manager, the choice of syllabus, examination board and course structure.
  4. Manage the Department's staff and, in particular to monitor standards of teaching and assessment in the Department, to make recommendations on INSET, and to seek to achieve targets on examination results set out in the Departmental Development Plan.
  5. Manage the Department's resources, human and material, and to have regard to the quality of teaching materials both purchased and internally prepared. To assume responsibility for the neat appearance of the Music Department teaching and practice rooms.
  6. Organise pupils into groups, to recommend the allocation of staff and to contribute to the appointment and induction of new staff.
  7. Ensure that the Department has in place arrangements to provide for the needs of pupils of differing abilities, including the most able and those who are within the School's SEND provision.
  8. Ensure that Year 9 pupils are fully briefed on the GCSE Music curriculum and associated provision so that the Department attracts a reasonable number of applicants for the GCSE Music course.
  9. Have responsibility for the effective use of ICT and to ensure that its use promotes Teaching & Learning in accordance with whole School policy.
  10. Ensure that appropriate arrangements are in place to ensure that the School's pianos are tuned and maintained.
  11. Ensure that arrangements are in place for the appropriate care and protection of musical instruments (not least in relation to rehearsals) and to appoint monitors which may be helpful over issues such as the management of the Orchestra.
  12. Arrange cover for the Organ Scholar in the event that he/she is unavailable to accompany the Hymn during School Assembly.
  13. Ensure that the Department uses information on prior pupil attainment in planning teaching of particular groups and that the Department respects and follows the School's procedures for pupil tracking and target setting to enhance performance.
  14. Monitor academic standards within the Department, to maintain pupil records, to identify difficulties with individual pupils and to generate solutions.
  15. Ensure, through the use of departmental INSET time, that the Department is familiar with School and other relevant Curriculum documentation and are responsive as well to relevant national developments and initiatives bearing on the work of the Department.



16. Motivate the Department and give colleagues the opportunity to contribute to policy. To maintain a record of matters discussed at meetings and to make a copy available for the Headmaster and the relevant Assistant Head.
17. Be responsible for the preparation and updating of NEA guidelines at GCSE and Advanced Level and to ensure that NEA submitted across the Department meets an appropriate standard.
18. Have a familiarity with the School's Policy on Health & Safety, to direct colleagues in the Department on H&S issues and to draw to the attention of the Facilities and Premises Manager any Departmental matters covering H&S requiring attention.
19. Attend meetings of the Heads of Department and Director of Schools Group as requested, to regard attendance at such meetings as taking priority over other commitments and to contribute to the discussion of curricular issues in School.
20. Promote vigorously, in consultation with the Headmaster, the School's extra-curricular life in Music and, in particular, to ensure that:
  - a major Orchestral Concert is held each term;
  - at least one other musical evening is held each term e.g. a Chamber Concert or Young Musician of the Year Competition, House Music Competition;
  - the interest of pupils in the performance of live music outside School is promoted;
  - the Concert Band, String Group and Grade 5 Theory Club continue to thrive and develop;
  - the Big Band performs a Christmas and a Summer Concert. This includes agreeing the programme and ensuring that all arrangements, including a schedule of rehearsals are in place.
21. Give full encouragement to the School's Peripatetic Music Service:
  - to promote that service to pupils and to encourage pupils to take up the playing of a musical instrument;
  - to make recommendations to the Headmaster on the appointment of staff to the peripatetic service;
  - to organise that service and to ensure the precise allocation of pupils to particular slots within the peripatetic timetable. (Arrangements relating to the invoicing of pupils and the payment of peripatetic staff are the responsibility of the School's Finance Office but they will act on information provided by the Director).
22. Arrange for the provision of an annual Hymn Programme for School Assemblies and ensure appropriate organ accompaniment is in place. This includes reviewing and updating the School Hymn Book once every three years.
23. Be responsible for the provision of music for special events such as Speech Day, Remembrance Service, Holocaust Memorial Service, etc.
24. Ensure the preparation for all musical evenings in School an appropriate programme and supporting notes and to make both available to the Headmaster one week before the Concert or evening is due.
25. Ensure that in respect of the conduct of musical evenings in School appropriately precise arrangements have been put in place relating to the dress and appearance of members of the Orchestra, the discipline of the Orchestra, movements between items and acknowledging audience applause etc.



26. Assume responsibility for the promotion of Music within the general cultural life of the School and to explore ways in which both the number of pupils participating in our musical life and quality of that life may be enhanced. This includes arranging a termly trip to a professional concert e.g. Royal Festival Hall, Barbican, Albert Hall etc.
27. Produce each year, according to agreed schedules, a written review of the Department's work, covering public examination results; teaching and learning in Years 7-10 and 12; staff development; Departmental extra-curricular activity; Departmental resources; and progress made towards meeting targets laid down in the School Development Plan.
28. Undertake such other duties, from time to time, as your line manager or the Headmaster may reasonably request.

## CONDITIONS OF EMPLOYMENT

- The above responsibilities are subject to the general duties and responsibilities contained in the written Statement of Conditions of Employment (the Contract of Employment).
- The postholder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Board.
- To uphold the School's policy in respect of child protection and safeguarding matters.
- The postholder shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification at any time after consultation with the postholder.
- All staff members are required to participate in the School's Appraisal Scheme.