SUNNINGDALE
SCHOOL

Director of Music
Job Description

General:
The Director of music is responsible for all matters pertaining to the teaching, learning and performing of music at Sunningdale.

Accountability:
The Director of Music reports directly to the Deputy Head Academic. They will also liaise regularly with the Headmaster.
The Director of music is responsible for all music teachers.

The Director of Music will:

- Have and maintain an overview of music provision throughout the school
- Keep up to date with training in different aspects of music both for personal professional development and for other staff
- Be aware of all school policies relating to Safeguarding, Health and Safety and other matters as necessary
- Be responsible for all music teachers at Sunningdale school
- Constantly aim to improve the standard of music throughout the school, encouraging performance both by soloists and ensemble groups
- Promote music throughout the school

Specific responsibilities:

- Teaching of class music throughout the school
- Individual music tuition
- Organisation of all instrumental music lessons throughout the school
    - liaising with peripatetic music staff
    - recruiting peripatetic music staff where necessary, in conjunction with the bursar
    - ensuring peripatetic music staff complete termly reports in a timely manner
    - overseeing music teaching timetables
    - entering pupils for ABRSM and other external music exams
    - overseeing arrangements for ABRSM and other external music exams
    - keeping the Music Update Form (a record of all musical performances and exams) up to date
- Run the Chapel Choir and other choirs where appropriate
- Running ensemble music
- Organising musical events throughout the school year including, but not exclusive to, Chapel, the Carol Services, termly concerts and the main Summer Concert
- Assisting with direction of the annual whole school musical
- Playing the organ in chapel each morning and on Sunday evenings

- Managing the music department - ensuring that there are adequate resources and the department is tidy and professional
- Ensuring that practice is taking place where and when required
    - creating and monitoring a practice timetable
    - liaising with peripatetic staff to ensure practice is taking place
- Preparation of boys for music scholarships to their senior schools
- Running music workshops for assessment mornings and Open Mornings

The above is in addition to the Teacher's job description and specific to the Director of Music

The Director of Music is entitled to one full day off each week.