

## **Expectations of the Governing Body 'Head of Music' teacher at Pinelands North Primary School**

Employed for full week

### **Teaching**

18 class music lessons

2 community singing lessons, one grade 4 to 6, one grade 1 to 3 (FP choir)

1 assembly

8 admin periods to manage department

29 music lessons on any instrument in groups or individually

2 afternoons of extramural music groups eg marimba

### **Teaching expectations**

- Every class music lesson will be prepared for, in advance, according to the latest curriculum documents. This preparation will be recorded in the staff diary using the generally agreed to weekly planning pages, or permission for a deviation will be requested from the direct line manager.
- Every class music lesson will be prefaced by the music teacher taking an attendance register.
- Class music lessons will be assessed and these assessments will be filed in the Assessment File, and the results recorded in the mark file. These results will be given to class teachers by an agreed to date, every term.
- Every Community Singing lesson will include the teaching of new songs of a secular and of a religious nature, for use in Assemblies and in general community singing particularly focused on South African/African music as far as possible.
- Some Community Singing lessons will include opportunities for children to perform to each other, lessons of general music interest like an introduction to instruments, performances by inside or outside music groups, Youtube clips or music appreciation.
- All school performing groups such as the school choir and the marimba group, will perform to an audience at least twice a term.
- Parents of individual music pupils will receive a comprehensive report every term and all parents of pupils needing support in music will be called to parent interviews at the beginning of the second term, or when the need arises.
- All music lessons missed because of school reasons, will be made up when possible. Lessons missed because of pupil error will not be.
- On the first work day of February each year, a music lesson timetable will be given to the principal which includes individual, group, admin periods and class music lessons.

### **'Head of Music' expectations**

- This music teacher will act as the Head of Music who controls all external itinerant music teachers who teach at this school.
- In this role, the music teacher will hold meetings of all teachers of music at the school at least once per term. These meetings will inform these teachers of the planning for the term and the expectations of the school with regard to teaching, assessing and performing. These meetings could be virtual not unnecessarily actual.
- This Head of Music will ensure that all talented music pupils are entered into exams and competitions every year.
- The Head of Music will ensure that itinerant music teachers also issue reports to parents, after agreeing on the type of report to be issued, at a meeting in the new year. The standard of these reports will also be monitored.

- Additionally, this Head of Music will advertise the hire of school owned music instruments, the opportunities to learn music at the school, and will find additional music teachers should this be necessary.
- The Head of music will ensure that all new music staff who teach pupils at Pinelands North are registered with SACE and that a background check is done on each before they work with pupils.
- Each itinerant music teacher will be expected to provide the school with a service to the music department in return for the use of the school facilities and for their access to pupils. These services could be in the form of choir accompaniment, teaching a large group of recorder pupils or conducting an orchestra.
- This Head of Music will write regularly for the newsletter, informing parents of functions the music department has performed at, giving details of successful pupils and generally advertising and marketing this department.
- To encourage all pupils in the school to take music lessons, the school's WISH would be for all grade 2 pupils will be taught the recorder for 6 months of their grade 2 year at the same time that the other half of their class attends class music lessons, and vice versa. This Head of music will ensure that this happens by ordering the recorders, adding the cost of the recorders to the grade 2 stationery lists, and then ensuring that the timetable allows for this lesson to be held at the same time as each of the 2 grade 2 class music lessons. (The teacher of this recorder lesson will offer this as their service to the school as mentioned above.)