

**JOB DESCRIPTION: SCHOOL GOVERNING BODY POSITION**

**SCHOOL DETAILS**

<b>NAME OF SCHOOL</b>	Pinelands North Primary School	<b>EMIS NUMBER</b>	0102309321
<b>DISTRICT</b>	Metro Central	<b>EMAIL</b>	admin@pnps.co.za
<b>TEL NO:</b>	021 531 3414	<b>FAX NUMBER</b>	021 531 9827

**EMPLOYEE DETAILS**

<b>Surname</b>										<b>First Names</b>			
<b>Salary</b>	R	<b>Rank</b>	Principal		Deputy		HOD		Educator	x	Admin./ Gen. Assistant		

**ADDITIONAL WORK DETAILS**

<b>Identify The Post:</b>	Head of Music
<b>Nature of Additional work:</b>	Run the school music department and teach individual music lessons and class music
<b>Job Description:</b>	<ul style="list-style-type: none"> <li>• Prepare lessons in advance, according to the latest curriculum documents</li> <li>• Record planning in the staff diary, using the generally agreed to weekly planning pages</li> <li>• Take an attendance register before every class music lesson.</li> <li>• Assess pupils and file assessments in the Assessment File, and record results in the mark file</li> <li>• Give results to class teachers by an agreed to date, every term.</li> <li>• Teach Community Singing lessons and include the teaching of new songs for use in Assemblies and in general</li> </ul>

	<p>community singing.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure that all school performing groups, such as the school choir and the marimba group, perform to an audience at least twice a term.</li> <li>• Send parents of individual music pupils a comprehensive report every term.</li> <li>• Schedule parent meetings with individual music pupils at the beginning of the second term, or when the need arises.</li> <li>• Make up all music lessons missed because of school reasons when possible.</li> <li>• Design a music lesson timetable (which includes individual, group, admin periods and class music lessons) and give to the principal.</li> <li>• Manage all external itinerant music teachers who teach at the school.</li> <li>• 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.)</li> <li>• Ensure all talented music pupils are entered into exams and competitions every year.</li> <li>• 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.</li> <li>• Advertise the hire of school owned music instruments, the opportunities to learn music at the school, and find additional music teachers should this be necessary.</li> <li>• 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.</li> <li>• Ensure that each itinerant music teacher provides the school with a service to the music department in return for the use of the school facilities and for their access to pupils.</li> <li>• 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.</li> <li>• Encourage all pupils in the school to take individual music lessons</li> <li>• Develop a script for the play in conjunction with the Head of Drama and Head of Art.</li> </ul>
<b>Start date:</b>	1 January 2020