



West Lodge School

A co-educational prep school for 3-11 year olds

Head of Music at West Lodge School Job Description

Key Responsibilities

- A well-qualified, dynamic and enthusiastic musician to teach class Music lessons from Nursery to KS2 level.
- Responsibility for the teaching of Music in the Nursery and Prep School.
- An able musician and performer with excellent keyboard skills.
- Planning and preparing Music schemes of work and lessons.
- Teaching according to each pupil's individual educational needs.
- Assessing, recording and reporting on the development, progress and attainment of students.
- Running and leading choirs and instrumental ensembles.
- Organising concerts and other performances.
- The monitoring of learning, assessment and achievement.
- Keyboard skills and the ability to accompany pupils is required.

Administration Duties

- A capable administrator with the ability to organise musical events and peripatetic teachers.
- Administrative responsibilities, including line-managing peripatetic Music staff, organising the peripatetic teaching timetable, and liaising with the Bursar regarding billing.

Specific responsibilities:

- Responsibility for the planning and implementation of the syllabus and schemes of work within the subject area.
- Responsibility for the musical life of the School, including individual lessons, instrumental groups and choirs.
- Communication with parents in writing, via telephone or in person.

westlodge.org.uk

Robert Francis BEd (Hons)
Head Teacher
36 Station Road
Sidcup
DA15 7DU

T: 020 8300 2489
E: office@westlodge.org.uk



Founded 1940
Educational Trust
Accredited by the Independent
Schools Council


INDEPENDENT
SCHOOLS
ASSOCIATION