Primary Music Coordinator/Leader
Guidance and Considerations

It is the role of the Music Coordinator (MC) to oversee all of the music provision in the school. But what does this mean in practical terms? Of course, every school is different but these are some of the things a Music Coordinator might be expected to do or might want to consider in order that music may thrive in their school. The content of this document is based on input from staff who attended the Network Meeting in June 2017 and the BMS Core Team.

Raising the Profile of Music in the School
This is probably one of the most important and most difficult things a MC has to do. It helps to have a passion for music and an understanding of how music can enhance children’s learning and their whole experience at school. There is no magic formula, but it helps to be organised and proactive and on top of the areas outlined in this document. It is important that children see what their peers are doing through performance opportunities. This will help to get them more enthused about music and everything will grow from there. It is also essential that the right people see all of the work you are doing; this could be parents, teachers or governors as well as the wider community. Raising the profile of music in the school can contribute to raising the profile of the school in the local area and beyond, something your senior leaders and governors will be very pleased about!

Music in the School Curriculum

- Ensure that there is a curriculum for teachers to follow
  - You might have Music’sCool, in which case this is done for you.
  - You might deliver the curriculum music yourself, in which case you will have to write your own or follow a published curriculum
  - You might buy a published curriculum and give it to your class teachers to follow, in which case you will have to oversee its implementation
- Ensure that the curriculum is being taught and support staff where possible
  - Know what other teachers are doing musically in class
- Promote music within the school and integrate it within the curriculum
  - Share material with staff
- Motivate staff to incorporate music into their general teaching
  - Think of a way of making them do it! E.g. everyone has to include a musical item in their assembly or everyone starts the day with a song.
- Lead or organise appropriate INSET
  - Identify training needs of staff
Events/Concerts

- Provide performance opportunities
  - Concerts
  - Assemblies
  - Productions
- Organise and schedule concerts
  - Get concerts in the school diary quickly to ensure they are not effected by trips and other events
  - Communicate event details with parents — e.g. website/newsletter
- Invite visiting musicians into school for demo concerts and workshops
- Organise participation in performance opportunities outside school
  - Take a group to perform at a local event
  - Take part in BMS activities such as Choir of the Year or Brent Makes Music
  - Participate in projects with outside providers
  - Organise other staff/adults to chaperone with you
  - Write risk assessments

Practical Considerations/Organisation

- Ensure that resources are up to date
  - Keep up with new initiatives and teaching materials such as BBC 10 pieces.
- Ensure that there is sufficient and appropriate space for staff to teach in
- Ensure that instruments are well organised/well resourced
  - Ordering new equipment
- Attend Network Meetings
- Ensuring the ICT works and is appropriate for the task.
  - Are the classroom speakers loud enough for children to hear the music when singing and clapping along?
  - Is the sound system good enough to hear all of the parts of the music?
  - Managing and maintaining the sound system in the hall
- Promoting cross-phase working
  - Music can be particularly effective in transitioning between phases.
    - Joint concerts (could be with local secondary school as well as within your school)
    - Shared repertoire so children have something familiar when in a new environment etc.

Extra Curricula

- To organise/lead extra-curricular activities
  - Clubs
  - Ensembles

Possible Teaching Duties

- Run the Choir
- Take whole school singing assembly or hymn practice.
- Run other instrumental ensembles
Oversee “Music’sCool” Teaching
- Ensure you are familiar with the document “Music’sCool Guidance for Schools” and the syllabus and that these are accessible to class teachers.
- Liaise with the “Music’sCool” tutor
- Check the teaching timetable
- Schedule a whole school staff meeting at the start of the year
- Ensure teaching space is appropriate
- Find a place for instruments to be stored
- Ensure recorders go with the children as they change year groups and don’t get sent home
- Ensure teachers are doing their practice session each week
- Schedule concerts with the Music’sCool tutor and ensure that there is adequate rehearsal time in the hall before the event

Oversee Instrumental Teaching
- Recruit pupils for instrumental lessons
- Ensure “ready” children are encouraged to take up an instrument or participate in music making beyond the classroom.
- Liaise with visiting instrumental/vocal teachers
  - Ensure they are familiar with the procedures of your school
  - Set up a form of communication – email, phone, a communication book
  - Track pupil progress and attendance
  - Organise the teaching timetable and room allocation
  - Order the appropriate number of instrumental hours for the following year taking into account groupings - ensuring children of the same level and instrument are grouped together.
- Liaise with parents
  - Communicate expectations of payment, attendance, practice, buying music books, bringing equipment to lessons
- Possibly arrange extra practice sessions in school for children who are unable to practise at home.

Additional Administration
- Attend SLA meetings to discuss provision from BMS
- Ensure order forms are sent to BMS by deadlines
- Report to the Governors
- Reporting to parents
- Update policies
- Manage your budget
- Send letters to parents
- Ensuring parents have paid for their instrumental lessons
- Maintaining link with BMS
- Applying for awards (Artsmark)
- Putting up displays
- Hosting events for other schools
- Copyright issues

For further information see BMS school resources (‘Working With BMS’, instrument/Music’sCool syllabi etc.) www.brent.gov.uk/bmsschooldocs