



**DOWNLANDS SCHOOL - LEARNING IS AT THE HEART OF EVERYTHING WE DO**  
**“This is an outstanding School” – OFSTED January 2017**

## **ROLE SPECIFICATION – TEACHER OF MUSIC**

<b>Job Title:</b>	Teacher of Music
<b>Grade</b>	Main Pay Range/Upper Pay Range
<b>Contract</b>	Full time
<b>Reporting to:</b>	Head of Music
<b>Start Date</b>	1 <sup>st</sup> September 2017

### **MAIN PURPOSE OF THE ROLE:**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

### **Accountable for:**

- The learning and progress of the pupils in the groups allocated ensuring that pupils make progress that is in line with or exceeds the expectation of three levels of progress across Key Stages 3 and 4.
- Teaching the schemes of work for the department ensuring all aspects of the needs of learners are met as appropriate.
- The pastoral care and academic and social progress of the allocated tutor group.

## **ACCOUNTABILITIES AND TASKS**

<b>Accountability</b>	<b>Task</b>
<b>Planning, Teaching and Class Management</b>	<p>Teach allocated pupils by planning their teaching to achieve progression of learning through:</p> <ul style="list-style-type: none"><li>• Promote and develop a growth mind-set approach to learning in your subject area.</li><li>• Plan engaging lessons which enthuse students in your subject, using a variety of teaching methods.</li><li>• Plan lessons which promote the progress of all students through the</li></ul>



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	<p>effective use of assessment criteria.</p> <ul style="list-style-type: none"> <li>• Know, monitor and intervene with our key groups of disadvantaged students to enable them to make outstanding progress.</li> <li>• Provide effective homework to further student progress.</li> <li>• Set high expectations and make effective and consistent use of the Downlands' behavioural policy.</li> <li>• Hold a Growth Mind-set approach to your own practice, by continually seek to improve your own teaching.</li> <li>• Ensure the effective and efficient deployment of classroom support;</li> </ul>
<b>Monitoring, Assessment, Recording, Reporting</b>	<ul style="list-style-type: none"> <li>• Monitor pupils' work and use the REAct system to provide quality feedback which enables students to make outstanding progress.</li> <li>• Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;</li> <li>• Undertake assessment of students as requested by examination bodies, departmental and school procedures;</li> <li>• Prepare and present informative reports to parents in line with school policy ensuring that all deadlines are met.</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>• Contribute to the whole school's development plan.</li> <li>• To develop appropriate teaching support materials as required by the department.</li> <li>• Be up to date with changes to the curriculum and assessment criteria.</li> <li>• To attend all directed meetings.</li> </ul>
<b>Pastoral Duties</b>	<ul style="list-style-type: none"> <li>• be a form tutor to an assigned group of students;</li> <li>• promote the general progress and well-being of individual students and of the Tutor Group as a whole;</li> <li>• liaise with the Head of Year to ensure the implementation of the school's pastoral system;</li> <li>• register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;</li> </ul>



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	<ul style="list-style-type: none"> <li>• contribute to the preparation of Action Plans and progress files and other reports;</li> <li>• alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;</li> <li>• communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;</li> <li>• If not responsible for a tutor group, to be attached to a year team and perform associated tasks required by the Head of Year/Assistant Headteacher.</li> <li>• Attend team meetings as required.</li> </ul>
<b>Other Professional Requirements</b>	<ul style="list-style-type: none"> <li>• Operate at all times within the stated policies and practices of the school;</li> <li>• Establish effective working relationships and set a good example through their presentation and personal and professional conduct;</li> <li>• Endeavour to give every child the opportunity to reach their potential and meet high expectations;</li> <li>• Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;</li> <li>• Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;</li> <li>• Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools as appropriate</li> <li>• Take responsibility for own professional development and duties in relation to school policies and practices;</li> <li>• Liaise effectively with parents and governors as appropriate</li> <li>• Ensure all work undertaken is covered by Health and Safety rule/s and regulations and that all due care and supervision is exercised.</li> <li>• Ensure that all accidents are reported to the appropriate member of staff</li> </ul>



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- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The job is subject to the current School Teachers’ Pay and Conditions and the policies established by the governors
- This job description may be amended at any time following discussion between the head teacher and member of staff, and may be reviewed annually



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### PERSON SPECIFICATION – TEACHER of MUSIC

Qualifications Knowledge and Experience	Skills and Abilities	Personal Qualities
<ul style="list-style-type: none"> <li>• A good degree in Music or relevant degree</li> <li>• Qualified Teacher Status</li> <li>• A record of successful, or ideally outstanding, teaching in another school or successful teaching practices while training with the ability to take GCSE groups</li> <li>• A clear philosophy of how successful learning is promoted and why the subject should be taught</li> <li>• Good subject knowledge and experience of recent developments in the Music National Curriculum and Key Stage 4 Examination courses that enables students of all abilities to achieve high outcomes</li> <li>• Awareness of the strategies available for improving the learning and achievement of pupils of all abilities</li> <li>• Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Good teaching skills that enable learners of all abilities to make at least the progress expected with the ability to motivate students of all levels and make learning enjoyable</li> <li>• The ability to personalise learning so that pupils with special needs, the more able and other identified groups make at least the progress expected</li> <li>• Good classroom and behaviour management skills with high expectations of pupil learning and behaviour</li> <li>• The ability to assess pupil progress and use this assessment to promote further learning</li> <li>• Good communication skills both verbally and in writing</li> <li>• Good inter personal skills that promote good relationships with pupils, parents and colleagues</li> <li>• A confident user of IT, including Music IT with the ability to use it to enhance pupil learning in the classroom</li> </ul>	<ul style="list-style-type: none"> <li>• A reflective practitioner with a positive attitude towards continuing professional development and their own learning</li> <li>• Enthusiastic and committed to the teaching of Music in a comprehensive school</li> <li>• An active and current involvement in Music and the ability to share this passion in order to motivate pupils.</li> <li>• Committed to the role of the form tutor and to the academic and social progress of the pupils in the tutor group</li> <li>• Willingness to contribute to the wider life of the school and extracurricular activities to enhance progress, enrichment, enjoyment and attainment in Music</li> <li>• Committed to music performances for parents and the wider community</li> <li>• Good personal organisation and time management</li> </ul>



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#### **Further Information:**

Downlands Community School is a thriving, 11-16, mixed, comprehensive school, set in a beautiful location at the foot of the South Downs and only 6 miles north of Brighton with an enviable reputation for success with pupils of all abilities and from all social backgrounds. Full information about the School is available from the Downlands Website - see “Information for Applicants” under “Information – Vacancies” on the website.

Downlands was recently inspected by OFSTED and the report, published in January 2017, judged the School to be “outstanding” in all areas. Please visit the OFSTED or School website to read the report. The School will grow by an additional form of entry each year for the next 4 years. The vacancy arises due to the need for extra teaching due the School’s popularity.

This is a rare opportunity for a talented teacher to contribute to the development of the Music Department as it moves into the next stage of its development. The Department will move into brand new purpose built accommodation, in a new building, in September 2017

Music is part of the Creative Arts Department together with Art and Drama. The school is committed to the creative arts. In addition to the new Music Suite; a new Dance Studio is being built. Each year, an art exhibition is held and drama productions, including musicals, are staged on a regular basis. In 2017 the Blues Brothers was staged.

The School operates a condensed Key Stage 3 curriculum which is taught in Years 7 and 8. At Key Stage 4 the Edexcel syllabus is followed with results well above the national average. Music IT is fully used as a tool for learning. The school is considering offering an alternative course at Key Stage 4 in addition to the GCSE Music. Although not essential, an interest in the development of such a course is desirable.

The Department fosters live performance. At the present time, there is an orchestra, a jazz orchestra, a samba band, a choir and a ukulele group. A number of pupil rock and other bands are encouraged.

The School has a strong programme to provide professional development for teachers of all experiences and aspirations including NQTs. For this reason, the post is suitable for an NQT or for a more experienced teacher who wishes to further their career.

Downlands is West Sussex School and uses national pay scales. The pay range for a Main Scale Teacher is point 1 (£22,476) to point 6 (£32,834). Teachers will be placed on this range according to the number of years of successful teaching experience they bring. The pay range for teachers on the Upper Pay Range is point 1 (£35,571) to point 3 (£38,250). Teachers will be placed on this range according to their current point on the range unless evidence can be produced of successful appraisal and recommendation from the current Headteacher that progression is warranted.



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### **Applications**

Visits prior to application are welcomed and encouraged.

Applications should be made on a West Sussex Application form for teaching posts together with a "Safer Recruitment Form" both of which can be downloaded from the School website. Applications should be addressed to Mr M Wignall –Headteacher Designate and emailed to our HR Officer: [jmcmahon@downlands.org](mailto:jmcmahon@downlands.org)

Applicants who are short listed for interview should be aware that references will be taken up before the interview.

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

The job will be offered subject to satisfactory qualifications, references, criminal record and health checks.

A copy of the staff dress code can be found on the school website

The start date is **1<sup>st</sup> September 2017**

The **closing date** for applications is midday on Wednesday 22<sup>nd</sup> March. Interviews will be held soon after. Applicants that have not been invited to interview by 31<sup>st</sup> March should assume that they have not been successful on this occasion.

All communication will be by email or telephone.

All questions about the post and the application, selection and appointment process should be directed to our HR Officer, Jim McMahon. Email: [jmcmahon@downlands.org](mailto:jmcmahon@downlands.org) or telephone 01273 845 892 Ext 269 or direct line 01273 84 77 34

Thank you for your interest in the post.