**Newall Green High School**

**Teacher of: MUSIC**

**Job Description**

Responsible to: Head of Faculty (as teacher) / Head of Year (as form tutor).

Responsible for: The provision of a full and rich learning experience and support for

Students.

Working Time: As described in STPC document

Job Purpose:

To fulfil the Professional Standards for Teacher (Core), in the context of being a teacher of Music as part of a Faculty team and as a Form Tutor as part of a Year team.

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.

To monitor and support the overall progress and development of students as a teacher and as a Form Tutor including the personal development dimension.

To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

To contribute to raising standards of student progress and attainment.

To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.

**Principal Responsibilities**

**To meet all requirements as appropriate of the Teachers’ standards:**

Teaching & Learning:

• To teach students according to their educational needs, including the setting and marking of differentiated work to be carried out by the student in school and elsewhere

• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required

• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students

• To ensure that ICT, Literacy, Numeracy are reflected in the teaching/learning experience of students

• To undertake a designated programme of teaching

• To ensure a high quality learning experience for students which meets internal and external quality standards

• To prepare and update subject materials

• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus

• To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent study

• To undertake assessment of students, underpinned by the principles and practice of AfL and as requested by external examination bodies, faculty and school procedures

• To mark, grade and give written/verbal and diagnostic feedback as required.

Operational / Strategic planning & Quality Assurance:

• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area and faculty

• To contribute to the process of the ordering and allocation of equipment and materials

• To assist the Faculty Leader to identify resource needs and to contribute to the efficient/effective use of physical resources

• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students

• To contribute to the Curriculum Area/Department’s development plan and implementation.

• To plan and prepare courses and lessons

• To contribute to educational enhancement activities

• To contribute to the whole school’s planning activities

• To help to implement school quality procedures and to adhere to those

• To contribute to the process of monitoring and evaluation of the faculty/subject area in line with school procedures

• To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

Curriculum Provision and Development:

• To assist the Faculty Leader to ensure that the curriculum area provides a range of teaching which complements the school’s strategic objectives

• To assist in the process of curriculum development and change to ensure continued relevance to the needs of students, examining//awarding bodies and our Aims and Strategic Objectives.

Staff Development, Recruitment & Wellbeing:

• To take part in the school’s CPD programme

• To continue personal development including subject knowledge and teaching methods

• To engage actively in the Performance Management Review process

• To ensure the effective/efficient deployment of classroom support

• To work as a member of a designated team and to contribute positively to effective working relations within the school

Communications:

• To communicate effectively with the parents of students as appropriate

• Where appropriate, to communicate and co-operate with bodies outside the school

• To follow agreed policies for communications in the school

• To take part in marketing and liaison activities such as Open Evenings Parents Evenings, liaison events with partner schools.

• To contribute to the development of effective subject links with external agencies.

Care Guidance and Support:

• To be a Form Tutor to an assigned group of students and to contribute to Academic Review and other tutor based curriculum activities

• To promote the general progress and well-being of individual students and of the Tutor Group

• To liaise with a Year Leader to ensure implementation of the Pastoral System

• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life

• To evaluate and monitor the progress of students and keep up-to-date student records

• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved

• To communicate with the parents of students and with bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff

• To apply the Behaviour for Learning systems so that effective learning can take place

**General Duties:**

To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.

To promote actively the school’s corporate policies and to comply with the school’s Health and safety policy and undertake risk assessments as appropriate

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers’ Pay and Conditions Document currently in operation or any subsequent legislation.

Notes:

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

Person Specification

Evidence against the person specification will be gathered in the following ways:

AF – Application Form

I – Interview Process

R – References

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| Competency | Essential | Evidence Gathered |
| Qualification | To have QTS | AF |
| Evidence of participation in relevant CPD | AF/ R |
| ICT confident and competent | AF |
| Knowledge and Understanding of the Curriculum | Understanding of safeguarding and child protection procedures | I |
| A clear and good understanding of current educational issues, theory and practice, with particular regard to: The National Curriculum Equality and issues relating to pupils’ access to learning  Class management | AF/ I/ R |
| Teaching Skills | Evidence of good, successful teaching experience in KS3 & KS4 | AF/ I/ R |
| The ability to use ICT effectively to engage pupils | AF/ I/ R |
| An understanding of how to use assessment to inform planning for good teaching and learning | AF/ I/ R |
| Demonstrate consistent and effective planning of lessons to meet pupils differing learning needs | I/ R |
| Evidence of good classroom management skills | I/ R |
| Create a happy challenging and effective learning environment | AF/ I/ R |
| Involvement and commitment to all aspects of school life | AF/ I/ R |
| Personal Qualities | A willingness to learn and develop new skills | I |
| A desire to make a difference to the lives of young people | I |
| Good written and oral communication skills | AF/ I |
| Enthusiastic and positive, approachable accessible and flexible | AF/ I/ R |
| Ability to work as part of a team towards a common purpose | I/ R |
| An excellent attendance record | R |