



## **NORMANHURST SCHOOL**

### **JOB DESCRIPTION**

**Job Title:** Music Teacher/Coordinator

**Name:**

**Responsible to:** Assistant Head, Miss Moreen Barnard  
Headmistress, Mrs Claire Osborn

**General:**

- To support the School Aims.
- To take responsibility, as far as can reasonably be expected, for the safety, educational and social development of each of the pupils in the class at the time.
- To provide a role model for the development of pupils' social behaviour and attitudes.
- To maintain high standards of teaching and learning, marking, monitoring, assessment and communication with parents.
- To provide a safe, secure and well-organised environment to encourage the development of pupils as independent learners.
- To be responsible for promoting and safeguarding the welfare of the pupils.
- To be aware of responsibilities under the School's Child Protection Policy and to be able to report any concerns to the Headmistress.
- To promote the Spiritual, Moral, Social and Cultural development of the pupils.
- To attend staff meetings as required.
- To cover colleagues' classes on a rotational basis when necessary due to absence/INSET.

**Specific Duties and Responsibilities:**

**Planning:**

- To deliver the Music curriculum as appertaining to the EYFS and Key Stages 1, 2, 3 and 4.
- To implement school policies, guidelines, schemes of work and plans for each class.
- To adapt and implement short, medium and long term planning.
- To produce the department improvement plan and use assessment and evaluation to inform future planning.
- To plan, provide and supervise activities that are appropriate, stimulating and challenging.
- To take steps to promote the welfare and development of any child who has been identified as having Special Educational Needs, including Gifted and Talented and EAL, in partnership with parents and other relevant parties.
- To develop cross-curricular links and opportunities for ICT.
- To consider the implementation of extra-curricular clubs to generate further interest.
- To liaise with visiting peripatetic Music teachers and organise timetables and teaching rooms.
- To provide music, through the choir, orchestra, bands or instrumental lessons, for various event such as Speech Day, plays and concerts.
- To take responsibility for the equipment used in the Music Room and ensure that it remains well-maintained and undamaged.

**Classroom organisation:**

- To ensure that classroom organisation provides opportunities for pupils to take responsibility for their learning.
- To prepare classroom tasks and resources.
- To ensure that equipment/books are appropriate and in good working order.
- To be accountable for the distribution and collection of resources.
- To photocopy materials as required and in accordance with copyright laws.
- To prepare pupils' work for displays and maintain a high standard of display in the main classroom and throughout the School.
- To register attendance and return records to the School Office if required.
- To ensure that all Health and Safety considerations are taken into account at all times, especially when using equipment.

**Assessments:**

- To make regular assessment and observation of pupils to monitor and record progress and report findings as required.
- To track pupil performance and implement intervention measures where pupils are under-achieving at the earliest stage.
- To meet with parents formally and informally if required to discuss pupils' progress and individual issues.
- To mark/assess pupils' work promptly, positively and comment appropriately with regard to specific learning intentions.
- To write regular formal, informative reports on each pupil.

**Provide pastoral care:**

- To take responsibility for discipline within the classroom and, jointly with Normanhurst colleagues, maintain a high standard of discipline throughout the School.
- To take responsibility for the day-to-day emotional well-being of each child during lessons.
- To report any concerns of safety immediately to the Health and Safety Officer.
- To carry out break, lunch and late duties if required.
- To assist with special events e.g. concerts, sporting events, plays, Speech Day, Open Evening.

**Professional Development:**

- To identify training needs to further develop the role of this position as recognised by the Line Manager and/or Headmistress.
- To keep well informed about new developments in the educational world and statutory requirements with particular attention to Music.
- To take part in the School Performance Management Programme and attend School INSET as required.

The Head of Music should also be prepared to undertake other such specific duties that may be assigned by the Headmistress.