

# St Christopher's School

## Hampstead

### Job Description: Singing Teacher (part-time) Maternity Cover

#### St Christopher's School Music Department

The Music Department at St Christopher's School is creative and successful and consists of the Director of Music, the Deputy Director of Music (maternity leave) and eight visiting instrumental staff.

All year groups are taught two half an hour music lessons per week with the Director of Music. Additionally, Year 4 have a digital music lesson and Year 6 receive three music lessons per week. Girls are also given a thirty-minute singing lesson each week delivered by the Deputy Director of Music.

All pupils are in one of three choirs and senior girls may audition for the Chamber Choir which are run by the Director of Music and Deputy Director of Music. The school has two orchestras and two wind bands.

Morning concerts are arranged throughout the year for parents and there is a Christmas concert at the end of the autumn term. Music features in all form assemblies. The Director of Music works in conjunction with Head of Drama for each year group's drama productions which are staged annually throughout the year.

Several girls pursue music scholarships at 11+ and a number have been successful in obtaining entry to their destination schools.

<b>Job Role</b>	Singing Teacher
<b>Reporting to</b>	Director of Music
<b>Hours of work</b>	0.5 FTE, currently 2.5 days per week
<b>Benefits</b>	School lunch is provided during term time
<b>Key Purpose</b>	To deliver class singing lessons and to assist the Director of Music in the operation of the Department.
<b>Responsibilities</b>	<p>The successful candidate will be expected to teach singing from Reception to Year 6 as well as taking an active part in extra-curricular music activities, including directing choirs. A facility as a practical musician as well as having the necessary academic credentials is essential.</p> <p>The post-holder will also assist the Director of Music with organisation of auditions and performances.</p>

**Subject and Curriculum knowledge**

- Have a secure knowledge of the relevant aspects of the subject and music curriculum.

**Planning and setting expectations:**

- Adhere to the designated teaching curriculum and syllabus.
- Prepare medium term plans in conjunction with the Director of Music.
- Identify clear teaching objectives, content, and lesson structures appropriate to the subject matter and the pupils being taught.
- Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils' learning, building on prior attainment.
- Provide appropriate material so that each individual can achieve her potential through differentiated teaching and challenge.
- Identify pupil's individual needs with particular attention to strengths and weaknesses, devising and following an appropriate programme whilst liaising and involving the Learning Enrichment Co-ordinator when necessary to further the pupil's development. Implement and keep records on Individual Education Plans.

**Teaching and managing pupil learning:**

- Provide a safe environment where pupils can develop and learn effectively.
- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenges are maintained, and best use is made of teaching time.
- Promote equal opportunities for the pupils to ensure that they have equal access to, and participation in the learning programme, regardless of their skill level or ability.
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Promote understanding of the school's rules and values.
- Enable pupils to increase their social awareness and self-confidence through relationships with peers and staff.
- Ensure that all pupils have an opportunity of full participation in the learning programme and differences of cultural, social and religious background are embraced.
- Maintain an attractive and stimulating classroom environment.

**Assessment and evaluation:**

- Assess how well learning objectives have been achieved and to use this assessment for future teaching.
- Give opportunities for pupils to assess their own work and provide constructive feedback.
- Observe and record pupils' individual progress and keep accurate and contemporaneous records.

**Administrative support for Music department:**

- Assist Director of Music with organisation of the music department as directed including copying of resources.
- Assist the Director of Music with the audition process for the Chamber Choir in the summer term.

**Relations with parents and wider community:**

- Understand the need to liaise and communicate effectively with parents and guardians
- Know how to prepare and present informative reports to parents
- Ensure colleagues are aware of issues of concern and respond professionally, sensitively and appropriately to these matters.
- Take part in the corporate life of the school by, for example, attending assemblies, plays, and concerts, and registering the attendance of pupils.

**Managing own performance and development:**

- Understand the need to take responsibility for professional development; and keep up to date with current educational thinking and practice, both by study and by attendance at courses and workshops.
- Take part in professional reviews of work arranged by the Director.
- Evaluate own teaching critically, and use this to improve effectiveness.
- Set a good example to the pupils in presentation and personal conduct.
- Work with and cooperate with the Staff Team towards all matters connected with the effective delivery of the learning programme and the efficient running, goals and ethos of the school.
- Be fully conversant with and adhere to school policies carrying out all responsibilities and procedures (e.g. Health and Safety), working within imposed restrictions.
- Attend meetings as appropriate.
- Adhere to the need for confidentiality of information.
- Establish effective working relationships with professional colleagues including, where applicable, associate staff.
- Undertake professional duties and responsibilities necessary to the smooth running of the school, as may be reasonably assigned by the Director of Music or Head of School.

**Managing resources:**

- Select and make good use of books, ICT and other learning resources that enable teaching objectives to be met.
- Organise resources in order that children have easy access to them.
- Encourage pupils to look after the resources they use.

**Safeguarding:**

- Have responsibility for promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Adhere to and ensure compliance with the school's Safeguarding Policy at all times.
- If in the course of carrying out the duties, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, she must report concerns to the school's Designated Safeguarding Lead or deputy DSL.

Name of Post holder \_\_\_\_\_ Date \_\_\_\_\_

Signature of Post-holder \_\_\_\_\_

Signature of Director \_\_\_\_\_

## Person Specification: Singing Teacher (part-time)

### Maternity Cover

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level in Music or closely related subject	✓	
Qualified teacher status or other recognised teaching qualification		✓
<b>Experience</b>		
Experience of teaching children in the classroom or group teaching	✓	
A highly skilled musician with enthusiasm for all types of music	✓	
Experience of coordinating staff		✓
Experience of office systems including ICT		✓
<b>Professional Knowledge and Understanding</b>		
Up to date with developments of the subject particularly having regard to matters relevant to the 4-11 school curriculum		✓
An understanding of the planning of the music curriculum, including assessment, recording and reporting across Key Stages 1 and 2		✓
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and Learning Enrichment (SEN)		✓
Evidence of professional development	✓	
Understanding of school policies including safeguarding and promoting the welfare of young people	✓	
Understanding of ISI regulatory framework		✓
<b>Professional Skills and Abilities</b>		
Ability to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks		✓
Ability to keep records of pupil progress in line with school policy		✓
Ability to use assessments of pupils learning to inform future planning		✓
Ability to plan and work collaboratively with colleagues		✓
Highly organised, with a resourceful approach and the ability to meet deadlines	✓	
Experience of managing teaching resources and equipment	✓	
<b>Personal Qualities</b>		
A genuine interest in and enthusiasm for working with children		✓
Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children	✓	
A teacher with a flexible approach to work who enjoys being a good team member	✓	
Excellent communication skills both orally and in writing	✓	
Must be able to manage own work load effectively	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
A commitment to the extra-curricular life of the school and wider community	✓	