

<b>JOB DESCRIPTION</b>	
<b>Post Title:</b> Classroom Teacher	<b>Responsibility:</b> Head of Music
<b>Grade: Main Pay Range (Inner London)</b>	<b>Responsibility Allowance:</b> TLR1A
<b>Faculty:</b>	<b>Expressive Arts</b>
<b>Responsible to:</b>	Director of Learning
<b>Responsible for:</b>	Department staff; the provision of an appropriate learning experience for all students; outcomes for students in music
<b>Liaising with:</b>	Executive Principal, Senior Leadership Team, Director of Learning, other Heads of Department, Heads of Year, teachers, support staff, parents, colleagues across the Mulberry family of schools and external parties.
<b>Date:</b>	May 2018

### **MAIN PURPOSE OF THE JOB**

1. To provide professional leadership for the Music Department and to contribute to faculty leadership.
2. To deputise for the Director of Learning (DOL) as required.
3. To set a vision for the department and to lead, inspire and support all members to achieve high-quality teaching, effective use of resources and excellent learning and progress for all students.
4. To raise standards of student achievement in Music.
5. To lead, manage and develop the Music department, ensuring the provision of an appropriately broad, balanced, relevant and differentiated Music curriculum, in accordance with the National Curriculum and the aims and priorities of the academy.
6. To monitor and support the overall progress and development of students within Music and as form tutor.
7. To manage financial and physical resources effectively within the department, including the deployment of teaching and relevant support staff.

You are required to carry out the duties of a schoolteacher as set out in the Schoolteachers' Pay and Conditions Document and such specific additional duties which form part of this job description.

## **MAIN RESPONSIBILITIES**

The position will carry with it the following responsibilities:

### **Strategic and Operational Direction and Development**

1. Lead, manage and motivate Music teachers (including instrumental teachers) to create an effective team and positive working environment that fully reflects the academy's ethos.
2. Develop and implement strategic plans, policies and practices for Music, and contribute to those for the faculty, which reflect the academy's commitment to effective teaching and high achievement for all.
3. Work collaboratively with colleagues to develop strategies to ensure Music achievement targets are met.
4. Analyse and interpret data to evaluate progress against targets and identify underachievement to inform pedagogy, intervention, curriculum development and resourcing.
5. Ensure that Music contributes to the spiritual, moral, cultural, mental and physical development of students and prepare them for the opportunities, responsibilities and experiences of adult life.

### **Curriculum Provision and Development**

1. Ensure the delivery of an appropriate, comprehensive high-quality and cost-effective Music curriculum that provides continuity and progression in all students' learning.
2. Ensure the development of effective schemes of learning, resources, learning and teaching strategies and marking and assessment policies within Music.
3. Ensure Music teachers' awareness of and expertise in all requirements of the qualifications students are entered for.
4. Actively monitor and respond to curriculum developments and initiatives in Music at local, regional and national level.
5. Ensure effective cover work in the event of teacher absence.

### **Teaching, Learning and Assessment**

1. Ensure that schemes of learning and assessment plans are consistently implemented in the Department.
2. Provide guidance and support in the development of teaching methodologies for Music and maintain agreed standards of practice.
3. Ensure the effective development of student's independent and collaborative learning skills.
4. Build a shared understanding of standards through moderation activities and reviews of students' work and assessment data.

### **Quality assurance and management information**

1. Monitor and evaluate the Music Department in line with agreed academy procedures.
2. Manage the Department's collection of accurate and timely data, take appropriate action on issues arising, and produce evaluative reports as required.
3. Work towards the achievement of challenging targets for the Department.

4. Contribute to the academy's procedures for lesson observation and the professional development which follows.
5. Ensure accurate and timely submission of examination entries and examination performance data and full adherence to JCQ and awarding body requirements for examinations.

### **Staffing**

1. Lead the Music Department team (including instrumental teachers), motivate staff and build effective working relationships.
2. Work with the Director of Learning to ensure that staff development needs are identified and appropriate programmes are in place to meet those needs.
3. Ensure the Department's active participation in academy training programmes.
4. Conduct agreed performance management reviews.

### **Communication and Promotion**

1. Ensure that all members of the Department are familiar with its aims and objectives.
2. Ensure the Department's effective communication with parents and other stakeholders.
3. Ensure active and effective contributions from the Music Department to all promotional activities.
4. Contribute to the development of effective links with feeder and partner schools and community groups and organisations.

### **Managing resources**

1. Promote the effective and efficient use and organisation of learning resources, including teaching spaces, equipment and ICT, and maintain appropriate records
2. Ensure an effective and stimulating environment for learning and teaching.
3. Establish and maintain a safe working and learning environment in which all risks are properly assessed.
4. Identify, prioritise and communicate resource needs for Music so that department objectives are met, alongside the principles of best value.

### **Teaching**

1. Undertake an appropriate programme of teaching in accordance with the duties of a Main Scale teacher.

### **Pastoral**

1. Take individual responsibility for safeguarding and promoting the welfare of students.
2. Monitor and support student and staff attendance
3. Act as a Form Tutor and carry out the duties associated with that role, as outlined in the generic job description.
4. Contribute to PSHE and citizenship education.
5. Ensure the Behaviour Management system, including rewards and sanctions, is implemented consistently in the faculty so that effective learning can take place.

### **Additional Duties**

1. Play a full role within the life of the academy community, support its ethos and encourage all staff and students to follow this example.

2. Lead, promote and recruit to a range of music-related extra-curricular activities.
3. Promote and support all school policies.
4. Continue personal professional development.
5. Undertake any other duty as specified by STPCD not mentioned above.

**EQUAL OPPORTUNITIES STATEMENT**

Adhere to the Academy’s Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

**COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

**SAFEGUARDING**

Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

**HEALTH AND SAFETY**

The Health and Safety at Work Act (1974) places duties on all employees:

- to take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual’s acts or omissions at work;
- to co-operate with the Head Teacher to enable her to carry out her duties as key manager and comply with all relevant Health and Safety legislation;
- not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;
- to care for and oversee the appearance of the building;
- to assist management/leaders in preparing, implementing and updating all relevant risk assessments for their area of responsibility.

*This job description is correct at 25 May 2018 and may alter over time as the needs of the academy change. The JD will be discussed as part of the academy’s appraisal policy and may be amended after discussion with the post holder.*

**Signed:** \_\_\_\_\_  
**Postholder**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
**Responsible Officer/Principal**

**Date:** \_\_\_\_\_

## PERSON SPECIFICATION

<b>Post Title:</b>	<b>Classroom Teacher</b>
<b>Responsibility:</b>	<b>Head of Music</b>
<b>Education, Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• A degree in Music or related subject.</li> <li>• Qualified teacher status.</li> <li>• Has recent, relevant experience of teaching (3 years minimum) to a high standard in secondary education</li> <li>• Recent and relevant professional development.</li> </ul>
<b>Knowledge, Skills &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Understanding of current national policies, curriculum development, qualifications and statutory frameworks relevant to Music</li> <li>• A sound understanding of pedagogy and assessment in Music and of strategies that will contribute to raising students' attainment at KS3 and KS4</li> <li>• Ability to communicate effectively, orally and in writing, with a range of audiences.</li> <li>• Proven leadership, administrative and organisational skills.</li> </ul>
<b>Planning, Teaching &amp; Class Management</b>	<ul style="list-style-type: none"> <li>• An infectious enthusiasm for Music and performance</li> <li>• Plans teaching to achieve progression in all students' learning, and is able to build this practice in others.</li> <li>• Confident in the use of assessment data, tracking and target setting to raise attainment at individual student, group and cohort level.</li> <li>• Has high behaviour standards, and is able to lead the department team to achieve these</li> </ul>
<b>Monitoring, Evaluation &amp; Review and Accountability</b>	<ul style="list-style-type: none"> <li>• Demonstrates strategic thinking and planning skills and the ability to realise the vision and aims of the Music department and the faculty</li> <li>• Skills and aptitude to lead and manage a department and to be accountable for its outcomes.</li> <li>• Ability to monitor and develop staff performance.</li> <li>• Astute evaluation skills and proven capacity to lead others in improvement</li> <li>• Ability to work under pressure, prioritise and meet deadlines</li> </ul>
<b>Other Professional Requirements</b>	<ul style="list-style-type: none"> <li>• Is determined to promote a culture that celebrates success.</li> <li>• Commitment to, and understanding of, inclusion</li> <li>• Enjoys leading, and being part of, a team, with strong interpersonal skills</li> <li>• Presents a positive role model to staff and students, including excellent attendance and punctuality.</li> <li>• Ability to work with parents, external agencies and the wider community.</li> <li>• Willing to initiate and participate in cross-curricular and extra-curricular activities and to be involved in wider academy life.</li> </ul>

***This post is subject to an enhanced DBS Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed, and will be subject to rechecking as appropriate.***