



Music Teacher, Junior School, part-time, one day per week (Monday), for two terms, January 2020

Job Description

To carry out the professional duties of a music teacher as circumstances may require and in accordance with the school's policies under the direction of the Music coordinator and/or the Senior Management Team.

Responsibilities:

1. Planning (a) Plan teaching to achieve progression in children's learning.

- Identify clear teaching and learning objectives and specify how they will be taught and assessed.
- Set appropriate and demanding expectations for children's learning, motivation and presentation of work.
- Set clear targets building on prior attainment.
- Make effective use of assessment information when planning lessons.
- Take account of children's needs by providing structured learning opportunities which develop the areas of learning identified in national, local and school policies.
- Plan opportunities to contribute to children's Music knowledge and to their personal, spiritual, moral, social and cultural development.
- Assist with school productions and concerts throughout the year..
- Ensure the efficient and effective deployment of classroom support, e.g. Teaching and Learning Assistants.
- Contribute to the Music Department Development Plan.
- Provide high quality music support for assemblies

2. Teaching and Class Management

- Establish and maintain a safe environment and working environment which supports learning and in which children feel secure and confident.
- (b)Set high expectations for children's behaviour, establishing and maintaining a good standard of discipline through well-focussed teaching and positive and productive relationships.
- Maintain discipline in accordance with the school's procedures and encourage good practice with regards to punctuality, behaviour and standards of work.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Use a variety of teaching methods.
- Use effective questioning, listen carefully to children and pay attention to errors and misconceptions.
- Encourage children to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively.

3. Monitoring, Assessment, Recording and Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Assess and record children's progress systematically and keep records to check work is understood and completed and understand where their strengths and weaknesses lie.
- Report to parents regularly on their child's progress.

4. Curriculum Development

- Write and deliver schemes of work that identify clear targets and success criteria for its development and/or maintenance.
- Contribute to the whole school's planning activities.

5. Professional Requirements, Standards & Quality Assurance

- Display enthusiasm, understanding and commitment to ensure the children's experiences are positive and underpin their educational lives.
- Attend and contribute purposefully to the life of the school through effective participation in Morning Briefings, Staff Meetings, Departmental Meetings and Inset days.
- Attend school events and functions as required.
- Be proactive in matters relating to health and safety.
- Behave and dress in an appropriately professional manner and set a good example through personal presentation and personal and professional conduct;
- Build effective and professional working relationships with children, staff, parents and visitors.
- Contribute to the school's Development Plan.
- Co-operate closely with colleagues in the delivery of the curriculum.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Research and avail oneself of training and development opportunities and regularly attend Continuous Professional Development (CPD) sessions, taking responsibility for their own professional development and duties in relation to school policies and practices.
- Support the aims, ethos and purpose of the school and ensure the school achieves these effectively.
- Take part in the school's annual appraisal programme.
- In addition, carry out other duties as reasonably required by the Head.

Application procedure

The recruitment process will require all applicants to complete an application form, accompanied by a letter of application, current CV and details of two referees, who will be contacted prior to interview, in accordance with the School's Safer Recruitment procedures. There will be an interview and lesson observation for short listed candidates.

The application should be submitted either by post, marked private and confidential, to:

Mrs A Ross

Human Resources

Colfe's School

Horn Park Lane

London SE12 8AW

Or electronically to: recruitment@colfes.com

Applications should be sent **as soon as possible** and by **Noon, 4 October** at the latest. Colfe's reserves the right to appoint to this post before the closing date if necessary.

Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers, prohibition from teaching and the Disclosure & Barring Service.