



# St. Joseph's College

Specialist Mathematics and Computing College

## 1. INTRODUCTION

1.1 NAME OF POSTHOLDER: .....

1.2 JOB TITLE: **Teacher of Music & Drama**

1.3 JOB PURPOSE: Under the reasonable direction of the Headmaster, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD) and College policies.

- To teach Music and Drama to KS3. For either Music or Drama be able to teach to KS4 and KS5 across the whole ability range.
- To be responsible for the delivery of the schemes of work for all Music and Drama courses.
- To be responsible for assessment of students and liaise with the HOD
- To be a Form Tutor.
- To report to parents/guardians on student progress in line with SJC policy.
- Use data to prepare lessons and track student progress.
- To report to the Line manager on all aspects of College activities
- Be able to demonstrate an ability to use ICT, effectively in Lessons.
- The ability to be able to communicate effectively with colleagues and parents.
- To demonstrate good classroom management and organisational skills at all times
- To interest, inspire and motivate pupils through Music and Drama activities.
- A commitment to take part in extra-curricular activities in the College.
- To follow all SJC policies as stated in the Staff Handbook.
- Line Management: Reporting to – HODs of Music and Drama
- Responsible for - Teaching staff and specified support staff within the department.
- Liaising With: Headmaster, senior leadership team, other Heads of Department,
- Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, LEA representatives, external agencies and parents.

1.7 Salary Scale: Classroom Teachers' Pay Scale

1.8 Working Time: From September 2021 Full time as specified within the STPCD

1.8 DBS Disclosure Level: Enhanced



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## **2, TEACHING**

**2.1** Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

## **3. STRATEGIC/OPERATION PLANNING**

3.1 Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.

3.2 Co-operate with HODs in the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.

3.3 Monitor actively and follow up student progress

3.4 Implement school policies and procedures, e.g. equal opportunities, health and safety, COSHH, accommodation strategy, etc.

3.5 Work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school. Ensuring such aims support the Church's social and moral teaching.

3.6 Contribute to the planning function of the department, and ensure that the planning activities of the department reflect the needs of students within the subject area, SDP/DDP and the aims and objectives of the school.

3.7 Follow the health and safety policies and practices, including risk assessments liaising with the school's Health and Safety Manager if required.

## **4. CURRICULUM DEVELOPMENT**

4.1 Assist in curriculum development for the whole department.

4.2 Keep up-to-date with national developments in the subject area and teaching practice and methodology.

4.3 Actively monitor and respond to curriculum development and initiatives at national, regional and local events.

4.4 Liaise with the HOD to maintain accreditation with the relevant examination and validating bodies.

4.5 Liaise with the HOD to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complement the College Improvement Plan

4.6 Develop learners' skills in ICT, Literacy and Numeracy where able.

4.7 Ensure appropriate differentiation of the curriculum to meet the needs of all learners.



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## 5. STAFFING

- 5.1 Continue own professional development as agreed with line managers.
- 5.2 Undertake performance Management Review(s) and to act as reviewer for a group of staff within the designated department if required.
- 5.3 Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.
- 5.4 Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- 5.5 Be proactive in supporting the day-to-day management of the department and act as a positive role model.

## 6. QUALITY ASSURANCE

- 6.1 Ensure the effective operation of quality control systems.
- 6.2 Support the process of the setting of targets within the department and to work towards their achievement.
- 6.3 Establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
  - 6.3.1 Contribute to the school procedures for lesson observation.

## 7. MANAGEMENT INFORMATION

- 7.1 Ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- 7.2 Make use of analysis and evaluate performance data provided.
- 7.3 Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- 7.4 Produce reports within the quality assurance cycle for the department.
- 7.5 Produce reports on examination performance, including the use of value added data as required.
- 7.6 Liaise with the Learning Support Team to ensure appropriate records and support is in place for students in your care.



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## 8. COMMUNICATIONS AND LIAISON

- 8.1 Ensure that you are familiar with the departmental aims and objectives.
- 8.2 Ensure effective communication/consultation as appropriate with the parents of students, contributing to events designed to advise students about the curriculum and future career paths.
- 8.3 Represent the department's views and interests.

## 9. MANAGEMENT OF RESOURCES

- 9.1 Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- 9.2 Work with the Head of Department in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed.

## 10. PASTORAL SYSTEM

- 10.1 Monitor and support the overall progress and development of students within the department.
- 10.2 Monitor student attendance together with students' progress and performance in relation to targets set for necessary.
- 10.3 Act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description/staff handbook.
- 10.4 Contribute to PHSE, citizenship and enterprise according to school policy.
- 10.5 Ensure the behaviour management system is implemented in the department so that effective learning can take place.
- 10.6 Engender, by example and practice, enthusiasm for the subject.

## 11. SCHOOL ETHOS

- 11.1 Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.
- 11.2 Support the school in meeting its requirements for collective worship and liturgy.
- 11.3 Promote actively the school's corporate policies.



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- 11.4 Comply with the school's health and safety policy and undertake risk assessments as appropriate.

## 12. SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .....  
(Teacher)

Dated .....

Signed .....  
(Headmaster)

Dated .....