Job Description – Teacher

Second in Performing Arts (Lead Music Teacher)

Context

All Teaching Staff are expected to meet and demonstrate the relevant National Standards for Teachers available at:

https://www.gov.uk/government/publications/teachers-standards

MPR teachers are expected to contribute towards the creation of departmental schemes of work and assessment methodologies from the end of their NQT year (with some experience of doing this within the NQT year)

UPS teachers "play a critical role in the life of the School. They provide a role model for teaching and learning, make a distinctive contribution to the raising of student standards and contribute effectively to the work of the wider team" (STPCD)

UPS 1 and 2 teachers must be approaching the above description and must "grow professionally by developing their teaching expertise post-threshold" (STPCD)

UPS teachers are expected to fulfill the above description within their department.

In particular, UPS teachers are expected to lead the development of schemes of work and methods of assessment.

Purpose

To deliver the highest quality of Teaching & Learning through being an effective teacher **and leader** who challenges and supports all students to achieve their best by:

- **Assist the Head of Department to deliver the vision for the department**
- **Teach, lead and oversee the implementation of the lead subject curriculum**
- To Inspiring trust and confidence in students and colleagues
- Building team commitment amongst students and colleagues
- Engaging and motivating students
- Analytic thinking
- Taking positive action to improve the quality of students' learning
- Demonstrates pride in belonging to The Queen Katherine School

Main Duties

1. To maintain a thorough and up-to-date knowledge of the teaching of your subject(s) and to take account of wider educational developments relevant to your work
2. To plan lessons and sequences of lessons to meet the individual, personal and academic developmental needs of students and so build their capacity as independent learners
3. To undertake an appropriate teaching timetable, within the Department and to provide cover for absent colleagues during your identified timetable slots.
4. To use and analyse information based upon prior attainment data and benchmark examination performance data to establish and set expectations, targets and action plans for students in your teaching
5. To assess, monitor and record progress of students in your teaching groups; giving them constructive feedback and advice in line with school and departmental policies
6. To enable students to achieve relative to their prior attainment and to make progress as good or better than similar students nationally
7. To communicate and discuss students' progress with parents and, where appropriate, to communicate and cooperate with persons or bodies outside the School
8. To take responsibility for your own Professional Development within the context of the School's Continuing Professional Development offer, and use the outcomes to improve your teaching and your students' learning
9. To ensure the effective and efficient deployment of classroom support
10. To maintain high standards of display and care of furniture and fittings in teaching rooms, offices, prep rooms and changing rooms where applicable
11. To alert appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
12. To use a range of appropriate strategies and follow School policies for teaching, behaviour management and classroom management

Duties specific to the role of Second in Performing Arts (Lead Music Teacher)

1. Teach, lead and oversee the implementation of the Music curriculum within the Performing Arts department up to and including KS5 (this may include supporting non-specialists at KS3)
2. Assist the Head of Department deliver the vision for Performing Arts
3. Assist in monitoring and evaluating the work of the department to ensure consistently high quality teaching, learning and assessment
4. Coordinate and assist the running of departmental performances, concerts and events throughout the year
5. Continue to develop the high profile of Performing Arts within the school and local community
6. Manage all peripatetic staff

Departmental and School Wide Duties

1. To cooperate with colleagues to ensure a sharing and effective use of resources to benefit the School, department and students and inform the process of ordering and allocation of equipment and materials by assisting the team leader(s) in resource management.
2. To take an active part in discussion and decision-making processes in the department
3. Take responsibility for such departmental administration and other tasks as are negotiated through the established departmental procedure
4. Contribute to the development of Schemes of Learning and Assessment (SoLA), teaching resources and assessment programmes
5. To take part in marketing and liaison activities, such as Open Evenings, Parents' Evenings, review days and liaison events with partner Schools, and to contribute to the development of effective subject links with external agencies
6. To follow agreed policies for communications in the School
7. To engage actively in the School's appraisal process
8. To make an active contribution to the development of the School's policies, including team development plans and the overall School Improvement Plan
9. To contribute to the process of School Self-Evaluation as it relates to School Improvement and Ofsted requirements, taking full account of quality standards and performance criteria
10. Promote good relationships with parents
11. Promote, deliver and plan extra-curricular activities where applicable

School Ethos and Values

1. To conduct oneself in a manner befitting a teacher at all times, ensuring behaviours that display positivity to others

2. To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the School
3. Promote the health, welfare and emotional well-being of all students
4. Promote equality of opportunity for all students and staff

Other Duties

1. To support the achievement of the School's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
2. To follow the School's ICT policy for safe use of ICT
3. To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the School's safeguarding policies
4. To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
5. To work in compliance with the Codes of Conduct, Regulations and policies of the School and its commitment to equal opportunities
6. To comply with the School's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual
7. To undertake any other duties not detailed above as specified in the School Teachers' Pay and Conditions document.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Signed: _____ Date: _____

Person Specification - Teacher

The Core Professional Standards for teachers define our expectations in detail. We are particularly looking for the following qualities and experiences:

	Essential	Desirable	How Assessed
Teaching Qualification	√		Application Form; Interview
Previous experience of responsibility as second in department / subject leader, and / or line management		√	Application Form; Interview
Class of Degree 2:2 or higher	√		Application Form; Interview
Class of Degree 2:1 or higher		√	Application Form; Interview
Experience of teaching in a similar school setting		√	Application Form; Interview
High expectations of self	√		Interview; References
Belief in students' ability to succeed	√		Application form; Interview; References
Ability to act on advice and be open to coaching	√		Interview; References
Demonstrates understanding of what makes effective teaching	√		Application form; Interview
Dedication and commitment	√		Interview; References
Openness to innovation and improving own practice	√		Application form; Interview; References
Ability to collaborate and work co-operatively			Interview; References
Ability to effectively use ICT to support students	√		Application Form; Interview
Commitment to extra-curricular activities	√		Interview; References
Understanding of diverse teaching and learning styles	√		Application form; Interview
Ability to teach engaging, motivating lessons	√		Interview; References
Understanding of assessment for learning	√		Application form; Interview; References
Ability to set high levels of challenge for students	√		Application form; Interview; References
Able to present evidence of improving outcomes for students.	√		Application form; Interview
Ability to teach to Advanced Level, although experience of this is not essential		√	Application form; Interview; References
Ability to relate well with students, staff and parents	√		Interview; References
Understanding of behavior management techniques and of the relationship between teaching and behavior	√		Application form; Interview; References
Able to demonstrate a good fit with the ethos of the school (achieve, respect, enjoy, include)	√		Application form; Interview; References
Understanding of safeguarding issues and promoting the welfare of children and young people	√		Interview
Suitability to work with children	√		Application form; Interview; References