

Music Teacher

Your professional duties

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, school employees and volunteers to share this commitment.

The following duties shall be deemed to be included in the professional duties which you may be required to perform. This is a non-exhaustive list and it forms part of the School's unwritten code of conduct for teaching staff as determined by the Head and School Board from time to time:

Teaching

- Planning and preparing courses and lessons for Year groups.
- Teaching, according to their educational need, the pupils assigned to you; setting and marking work (including examinations) to be carried out by the pupils in School or elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Incorporate elements of general musicianship, such as aural and theory, as well as instrumental technique and interpretation where appropriate
- Making use of recording and other technology to help pupils develop their musical skills
- Teaching music and musical instruments to the pupils
- Teaching different kinds of instruments and have to have a general knowledge of playing different classroom instruments – eg recorder, different percussion instruments etc
- Teaching the pupils to compose music and encourage original creations where appropriate
- Having some knowledge about musical history

Other Activities

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you.
- Providing guidance and advice to pupils on educational and social matters.
- Making records and reports on the personal and social needs of the pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with persons or bodies outside the School.
- Participating in meetings arranged for any of the purposes described above.
- Write reports when required by head teacher – 2 per year
- Arrange performance opportunities for your pupils within their music lessons and liaise with class teachers/other music peris for pupils to perform in assemblies
- Talk to the parents of any pupils if they think they are particularly talented and have a future in music
- Be involved in any extracurricular activities when required – eg BSO concert
- Work in line with the ethos of Park School

Assessment and Reporting	<ul style="list-style-type: none"> • Providing or contributing oral and written assessments, reports and references relating to individual pupils and groups of pupils.
Appraisal	<ul style="list-style-type: none"> • Participating in any arrangements that may be made for teacher appraisal.
Further training and development	<ul style="list-style-type: none"> • Reviewing from time to time your methods of teaching and programme of work. • Participating in arrangements for your professional development. • Undertaking such training as may be reasonably required by the School to enable you to adapt to the changing requirements of the School and your role or as may be necessary to fulfil the School's statutory or regulatory obligations. • Expand your own musical experience by familiarising yourself with the music your pupils listen to, developing all musical styles develop your own knowledge of materials and repertoire for pupils at different stages of their musical development. • Attend relevant inset days as advised by Headteacher.
Educational methods	<ul style="list-style-type: none"> • Advising and co-operating with the Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements and working with teaching assistants as directed by the School's management team. Taking responsibility for an element of school activity – educational or other – as directed by the Head or the School's management team. • Work alongside classroom teachers on musical activities related to topics taught in class
Child protection, discipline, health and safety	<ul style="list-style-type: none"> • Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact. • Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere. • Ensure that you adhere to health and safety standards, are adequately insured and work in line with child protection legislation •
Staff meetings	<ul style="list-style-type: none"> • Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.
Public examinations	<ul style="list-style-type: none"> • Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments.
Administration	<ul style="list-style-type: none"> • Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials. • Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after School sessions.

	<ul style="list-style-type: none"> Participating in subject co-ordination, self/colleague appraisals and observations and taking responsibility for those areas of School and academic life as the Head may direct.
Management – Subject Co-ordinators	<ul style="list-style-type: none"> Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers. Co-ordinating or managing the work of other teachers. Taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.
Educational Standards	<ul style="list-style-type: none"> Maintaining the very high professional standards of the School and the very high standards achieved by its pupils. Adopting such standards and working and behaving in such a way as to promote those standards within the School and fostering the good name of the School outside its immediate environs. Reaching and maintaining high standards in professional competence and teaching abilities. Maintaining a close and detailed knowledge of the educational standards achieved by children in your care. Testing, recording and keeping yourself apprised of each pupil's progress in order that the School may liaise confidently with parents (and if necessary, with other professionals and schools). Forming a working partnership with the children in your care in the interests of helping pupils towards high academic standards.
Flexibility	<ul style="list-style-type: none"> You may be required to undertake such other duties from time to time as the School may reasonably require.