

## **Job Description**

<b>Post Title:</b>	<b>Teacher of Music (Maternity Cover)</b>
<b>Grade:</b>	Main Pay Scale (Upper Pay Scale where applicable)
<b>Responsible to:</b>	Curriculum Leader Performing Arts

## **Job Purpose**

- To teach musical instruments as required by the Head of Music in group and individual settings.
- To support/direct ensembles as directed by the Head of Music.
- To encourage students to gain musical knowledge and skills through learning in lessons and through the experience of group music making.
- To foster the self-discipline and social skills necessary for music making.
- To enrich the education of each student through the provision of appropriate musical experiences and to provide skills that will serve the student for future music making, be it for leisure or professional purposes.
- To inspire a lifelong love and enjoyment of classical and other musical genres.

## **Principal Accountabilities:**

### **CURRICULUM**

- to teach Music throughout the Academy as needed and as described
- to help develop, implement and review the Department's scheme of work in order to provide a vital, well co-ordinated and differentiated programme of study.
- to assess, record and report the performance of students at every stage, adjusting teaching strategies as necessary working in conjunction with all concerned parties and Departments.
- Uphold high standards of preparation, teaching and discipline.
- Support the work of the Department to ensure the highest possible levels of achievement.
- Plan lessons in accordance with schemes of work.
- Contribute to the development, evaluation and monitoring of policies, syllabuses and schemes of work
- Liaise with relevant colleagues on the work for collaborative delivery
- Track student progress prior levels of attainment and maintain up-to-date records.
- Set and mark examinations and other forms of assessment.
- Use ICT within the curriculum.
- Contribute to departmental activity beyond the curriculum.
- Establishing high and appropriate expectations for learning, motivation and presentation of work.

- to help the Head of Department with the preparation of the annual Departmental development plan.
- to be responsible for helping to develop and manage resources and equipment
- to ensure good practice is followed according to the school's Health and Safety procedures.
- to be responsible for the pastoral care of a form as form tutor or to undertake another pastoral role as directed by the Principal.
- within these principal responsibilities, the Classroom Teacher is expected to uphold the policies of the school ensuring, for example, that expectations of a student's conduct are consistent with the school's Behaviour and Discipline policy, so that good order and discipline are maintained.

#### **Additional Specific Responsibilities**

- to attend regular whole staff and Departmental meetings and school functions as published in the year's calendar
- to contribute to the school's extra-curricular programme by offering a club/activity
- to carry out lunch, break and cover duties as reasonably assigned by the Vice Principal
- to contribute to the activities and administration of one of the five houses as a staff member of that house
- to attend assemblies
- to take part in the Professional Development programme including the opportunity for a personal appraisal and the participation in the appraisal of other teachers

#### **STUDENTS**

- To ensure the effective implementation of whole school ARR policies, prepare individual student and group reports and analyse and report on summative data
- To ensure that statutory requirements, e.g. in relation to health and safety with regard to students, are met.
- To promote performances, exhibitions and displays of students' work.

#### **TEACHING STAFF and NON-TEACHING STAFF**

- To demonstrate and encourage high standards of professionalism from all staff involved in the department.
- To demonstrate and inspire an enthusiastic and committed approach to teaching within the department.
- To co-ordinate the resources of the department, giving advice, encouragement and support to all staff concerned.

#### **ADMINISTRATION**

- To demonstrate high levels of professionalism in the accurate completion of the administration needs of the role, meeting all deadlines.
- To ensure that appropriate arrangements are made for assessments and statutory requirements.

- To ensure that books and other resources are catalogued and stored in a systematic and secure fashion, that they are easily accessible and checked regularly.
- To take responsibility for the fabric and furnishing of your teaching area.
- To develop and implement subject policies, plans, targets and practices within the context of the school's aims and policies.

### **Standards/ Quality Assurance and Additional Responsibilities**

- Support extended day activities to enhance students learning experiences.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy.
- Attend and participate in open evenings and student performances.
- Uphold the Academy's behaviour code and uniform regulations
- Participate in staff training and development
- Attend team and staff meetings

### **Key Organisational Objectives**

The Postholder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- At all times operating within the school's Equalities policies demonstrating commitment and contribution to improving standards of attainment
- Adopting customer care and quality assurance initiatives
- Fulfilling the role of mentor if required
- Contributing to the maintenance of a caring and stimulating environment for young people

### **Conditions of Service:**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the department to ascertain details from the Metropolitan Police

regarding any convictions against them and, as appropriate the nature of such convictions.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Date of issue: .....

Signature of Post holder: .....

Signature of Principal:.....

## Person Specification

**Job Title: Teacher of Music**

	Essential	Desirable
<b>Qualifications</b>		
Educated to Degree level or equivalent	✓	
Qualified Teacher status	✓	
<b>Experience</b>		
Ability to use IT effectively.	✓	
Use IT to raise achievement and as a management tool.		✓
Demonstrate experience of effective performance management and quality improvement within a school environment	✓	
Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring work	✓	
Demonstrable experience of improving student outcomes	✓	
High quality outcomes	✓	
A record of continuous professional and career development		✓
Experience as a form Tutor and or/ Pastoral work	✓	
Strategies to raise standards and achievement of students	✓	
<b>Skills</b>		
Must be well organised	✓	
Must be well presented	✓	
Excellent communication and organisational skills	✓	
Ability to analyse data effectively to assess performance	✓	
Ability to work Hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Good Interpersonal skills and the ability to work collaboratively, leading to professional development of staff, to the achievement of the Academy aims and to the efficient running of all departments	✓	
Excellent creative teaching ability	✓	
Commitment to personal career development		✓
Ability to organise whole school/ year based activities	✓	
Ability to think and plan strategically and manage change	✓	
Willingness to engage with parents in order to encourage their close involvement in the education of their children	✓	
<b>Knowledge and Understanding</b>		
Developments in the National Curriculum	✓	
Developing differentiated Schemes of Work	✓	
Effective strategies for supporting students to improve outcomes	✓	
Have a good understanding of positive effective strategies for whole school behaviour management	✓	
A thorough understanding of the intervention packages available to support accelerated learning		✓
Knowledge and understanding of the needs and care of students with SEN	✓	
Understanding of assessment systems	✓	
<b>Equal Opportunities</b>		
Understanding of different social backgrounds of students		✓
Understanding the needs of students and the appropriate policies and strategies to support them	✓	
Understand the needs of bilingual students		✓