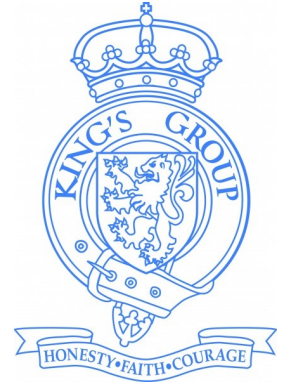


# King's College Murcia

## *The British School of Murcia*

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JDMURC28 Job Description



## ***Secondary Teacher of Music***

### ***Job Purpose***

- Implement and deliver the UK National Curriculum according to the age, aptitude and abilities of the pupils being taught;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and members of the Board of Directors.
- To provide inspirational, dynamic and clear management of the Music Department
- To work collaboratively with Head of Arts to produce high quality performances
- To take overall responsibility for all aspects of the Music department and for line managing other staff in the department, both teaching and support staff (as required)
- To be responsible for all aspects of peripatetic music lessons and provision
- To be responsible for rebuilding and revitalising participation and excellence in choir and ensembles
- To develop and promote a creative and innovative education for all students encouraging self discipline, composure, concentration and individual development and performance skills
- To ensure a successful annual programme of music/performance commensurate with the reputation of the school to encourage excellence and participation in concerts, performances, activities and trips
- To rebuild and grow the reputation of the school in music participation, instrumentalists and musical performances across the school and community
- To develop expertise in music technology
- To ensure that SOW are reviewed, updated and amended as appropriate consistently demonstrating excellence in teaching strategies
- To ensure that the whole school policies are followed consistently
- To provide coaching support and guidance for colleagues within the Department, including those on ITT/NQTS as required by the Head of Arts
- To analyse attainment data of students, identifying areas for improvement and implementing intervention programmes as appropriate, in consultation with the Head of Arts
- To promote and develop a collaborative, open culture within the Department and Faculty which facilitates the sharing of effective teaching and learning practices
- To take a full and committed role in your own professional development

# ***General Responsibilities & Accountabilities***

## **Accountable to the Head of Arts and thence the Head of Teaching and Learning**

### Curriculum

- Plan, prepare and deliver schemes of work in accordance with school policies and guidelines
- Maintain a working knowledge of National Curriculum documents
- Maintain records of pupils' progress including all statutory documents required by the UK Department for Education or the Spanish Ministry of Education
- Ensure that planning, preparation, recording, assessment and reporting meet the varying learning and social needs of each child
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning
- Be able to set clear targets, based on prior attainment for pupils' learning
- Provide a stimulating classroom environment in which to foster effective teaching and learning, and where resources can be accessed appropriately by all pupils. (This includes corridor areas immediately adjacent to the classroom)

### Pastoral

- Be aware of the physical and emotional well-being of pupils and the need to respond to particular situations
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour and uniform policies
- Communicate and cooperate with specialists and/or outside agencies, e.g. school nurse, educational psychologist
- Support the Head of PE and Head of Section in helping out with inter-house competitions

### Administration and organisation

- Understand and implement:
  - \* Regulations and correct procedures relating to attendance registers
  - \* Emergency and evacuation procedures
  - \* Health and safety policies
  - \* Playtime and lunchtime supervision
  - \* All curriculum policies
  - \* Any other organisational policies or agreed procedures or guidelines
- Administer, supervise and, where necessary, assess the appropriate NC tests
- Conduct standardised or other tests when required and document pupils' performance
- Participate, when required, in the assessment of potential new students according to the King's College admissions process
- Participate in meetings which relate to the school's management, curriculum, administration or organisation
- Liaise with colleagues to enable satisfactory transfers of children within the school, or to and from other schools
- Support major school events
- Lead or participate in school visits and extra-curricular activities wherever possible
- Lead and supervise support staff, voluntary helpers or students within the classroom
- Participate in the performance management system for the appraisal of their own performance or that of other teachers
- Attend and participate in training days
- If the teacher speaks Spanish, they may be asked to assist with translation or interpreting, when required

# ***Person Specification***

## Essential

Qualified Teacher Status

## Desirable

- Ability to actively seek out and develop new opportunities for students to experience music
- Ability to collaborate and work with others
- Commitment to extra curricular music groups and musical experience
- Evidence of continuous INSET and commitment to further professional development
- Be able to teach in areas outside their first subject at KS3 level
- Contribute meaningfully to extracurricular enrichment and school events programmes

*This job description acts as a guideline; it is not a catch all for every situation that a teacher will find himself/herself in. There is a need to be flexible to carry out tasks that will facilitate the right environment and contribute to the overall welfare and strength of the school.*