**Job Description**

**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.**

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| **Job Title:** Teacher of Music | **Salary Range:** Main Pay Scale/Upper Pay Scale |
| **Accountable to:** Head of Faculty and Headteacher | **Working Hours:** Full Time |
| **Contract:** Permanent, Term-Time | **Start Date:** September 2019 |

***This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.***

**Job Purpose**

* To work with all members of the department to facilitate and encourage learning which provides students with the opportunity to achieve their individual potential.

**Duties & Responsibilities**

* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
* To monitor and support the overall progress and development of students as a teacher / Form Tutor.
* To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
* To contribute to raising standards of student attainment.
* To share and support the school’s responsibility to provide and monitor opportunities for students’ personal and academic growth.

**Specifically**

* To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
* To contribute to the Curriculum Area and department’s development plan and its implementation.
* To plan and prepare lessons.
* To contribute to the whole school’s planning activities.
* To assist the Head of Subject, in ensuring that the curriculum area provides a range of teaching which complements the school’s strategic objectives.
* To take part in the school’s Continuing Professional Development programme by participating in arrangements for further training and professional development.
* To continue personal development in the relevant areas including subject knowledge and teaching methods.
* To engage actively in the Performance Management Review process.
* To ensure the effective/efficient deployment of classroom support.
* To work as a member of a designated team and to contribute positively to effective working relations within the school.
* To maintain appropriate records and to provide relevant accurate and up-to-date information.
* To complete the relevant documentation to assist in the tracking of students.
* To track student progress and use information to inform teaching and learning.
* To communicate effectively with the parents of students as appropriate.
* To follow agreed policies for communications in the school.
* To contribute to the development of effective subject links with external agencies.
* To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
* To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
* To provide, or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
* To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
* To undertake a designated programme of teaching.
* To ensure a high quality learning experience for students which meets internal and external quality standards.
* To prepare and update subject materials.
* To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
* To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
* To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
* To mark, grade and give written/verbal diagnostic feedback as required.
* Working with SENCO to ensure that individual students receive appropriate support and that appropriate links are made so that the curriculum meets their needs.
* To plan and deliver inter-disciplinary projects which bring together knowledge and skills, which are focused on real-world enquiries and which culminate in a high quality end product/project.

**Quality Assurance**

* To contribute to the process of monitoring and evaluation of the curriculum

area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.

* To seek/implement modification and improvement where required.
* To review from time to time methods of teaching and programmes of work.
* To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

**Skills and Abilities**

* The ability to establish and maintain outstanding relationships with other staff, students and their parents.
* Managing and meeting deadlines.
* Motivating yourself and others.
* Maintaining high professional standards.
* The ability to support and disseminate School policy.

**Qualifications**

* Relevant degree
* QTS

**A Commitment to**

* An awareness of, and complying with, policies and procedures in relation to Safeguarding, Health and Safety, Confidentiality and Data Protection.
* Contributing to school life and building effective relationships with all members of the school community.
* Undertaking professional development relevant to the post.
* Developing professional skills and knowledge through induction and continuing professional development.

This is an exciting opportunity to join a family of schools that is committed to delivering the highest quality for all students, regardless of ability or background, and creating a fully inclusive learning environment. We are committed to the professional development of all our staff. You should be committed to delivering the highest level of customer service.

**Person Specification**

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| **Job title:**  Teacher of Music | **Salary:**  Main scale or UPS | **Location:**  Central Academy |

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the requirement process in identifying and shortlisting candidates.

All posts will be subject to a DBS clearance at Enhanced level.

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|  | **Essential** | **Desirable** |
| **Education, Training and Qualifications**   * Qualified teacher (PGCE) * Degree in Music or relevant equivalent * Relevant additional higher level qualifications | X  X | X |
| **Experience, Knowledge, Skills and Competencies**   * Teaching experience (can include placements if an NQT) * An understanding of the Key Stage 3 and 4 Music curriculum. * A knowledge of the requirements for success at GCSE * A knowledge of all aspects of the responsibilities of a member of staff in an education setting, including safeguarding and child protection | X  X  X  X |  |
| **Personal Attributes**   * Ability to organise and prioritise effectively * Ability to demonstrate initiative * Excellent communication and interpersonal skills with the ability to motivate inspire, and engage * A team player who is willing to take the lead when required * Resilience, the ability to work under pressure and be able to meet deadlines * A sense of fun and humour * A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme | X  X  X  X  X  X  X |  |