**PRIVATE AND CONFIDENTIAL JOB DESCRIPTION**

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| **Name** |  | Date | September 2025 |
| **Job Title** | Teacher | | |
| **Post** | Teacher of Music | | |

**TERMS AND CONDITIONS OF EMPLOYMENT**

The post is subject to the following conditions:

a Details as laid out in the contract of employment issued on behalf of the Governing Body.

b The other conditions set out in this job description and agreed aspects of appraisal relating to targets and criteria for successful development.

c Commitment related to directed hours, as detailed in the job description.

**GENERAL ROLE DESCRIPTION**

The post requires you to teach Music at Hill House School.

You will be expected to take on the responsibilities listed below:

a Endorse and support the aims and philosophy of the school.

b Have a positive attitude towards the children and their work and to encourage the same attitude in others.

c Foster positive relations with colleagues and to encourage a supportive staff.

d Promote parental interest and understanding.

e Participate in established rotas.

f Be responsible for establishing and monitoring progress of class‑based and centrally based resources for curriculum areas co‑ordinated by the post‑holder.

g Prepare guidelines for specific curriculum areas for use within the school, with relation to the desirable outcomes and curriculum, and QCA documents.

h Assess, record and report on the progress of every pupil in the class, in relation to the relevant polices of the school.

i Take a full part in the pastoral care and discipline of the pupils in your care.

**SPECIFIC PERSONAL RESPONSIBILITIES**

**TEACHER OF MUSIC**

* To teach Music to pupils from Year 7 to Upper Sixth.
* To assist in producing, monitoring and reviewing written guidelines for the subject.
* To help control, evaluate and requisition books, materials and equipment for the teaching of Music throughout the Senior School and to monitor the storage of equipment.
* To help monitor, evaluate and modify (as necessary) academic tracking systems throughout Senior School.

# OTHER RESPONSIBILITIES

To serve on any groups and committees onto which you are invited.

**ACTIVITIES TIME**

To take a full part in the school's activities programme, where time permits in the normal working week/duty arrangement.

**PASTORAL CARE**

To provide a supporting pastoral role for all children you teach.

**DIRECTED TIME**

Dates of staff meetings and staff training days are produced each term and these are classed as directed time: all members of staff are required to attend. In addition, meetings associated with staff professional development are included, as are parents’ evenings.

**REVIEW**

* This job description will be reviewed in conjunction with the CPD Programme.
* It may also be amended at any time after consultation with the post‑holder.
* I acknowledge that I have received the job description and recognise the consultation process explicit in the details.

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| **Teacher** |  | **Date** |  |

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| **Headmaster** |  | **Date** |  |