



### **Convent of Jesus and Mary Language College**

**Job Description:** Teacher of Music

**Contract type:** one year, fixed term, renewable

**Location:** Crownhill Road, Willesden, London NW10 4EP

**Postholder:** VACANCY

**Scale:** Main pay range / Upper pay range

**Reporting to:** Head of Performing Arts

**Date:** May 2019

#### **Mission**

*With God's Grace we excel and lead*

#### **School aims:**

We aim to provide a school experience which:

- In its breadth introduces each student to the fullness of a life rooted in the love of God, the values of our Foundress St. Claudine and the values of the Gospels.
- In its balance establishes attitudes which produce a concern for truth and respect for all others.
- In its relevance enables each and every student to make her positive contribution to society and live a good and happy life shaped by dignity and faith.
- Respects the uniqueness of each individual regardless of gender, ethnicity, faith, social background or ability.

#### **Purpose:**

1. To uphold and promote the faith values and Catholic life of the school.
2. To participate in the Liturgical life of the school.
3. To plan, prepare, resource and deliver the highest quality lessons and learning opportunities for students within an ordered, purposeful, positive and calm environment.
4. To deliver quality first wave teaching to students of all abilities and aptitudes, providing differentiated materials and tasks, modelling and scaffolding appropriately method and best practice.
5. To set and mark work and homework that stretches and challenges students and enables good and better progress to be secured.
6. To provide care and support for students, promoting their safety and wellbeing at all times, instilling in them confidence and raising self-esteem.
7. To meet all the requirements set out in the Teachers' Standards.

8. To support the aims and mission of the school by carrying out all assigned duties effectively and efficiently.
9. To fulfil the role of Form Tutor or Associate Tutor as deployed within the school's pastoral structure.
10. To support the department/faculty participating in and where appropriate leading extracurricular groups, clubs and societies.
11. To support the wider education and enrichment of students by participating in educational visits.
12. To support the school's preparations for Diocesan section 48 inspection.

### **Planning, Resourcing and Teaching:**

1. To begin every lesson with the sign of the cross followed by either a teacher-led or student-led prayer.
2. To take an accurate register for every lesson.
3. To devise, resource and set engaging starter or warm-up activities to begin each lesson.
4. To ground the learning of each lesson firmly in clearly communicated learning objectives and identified shared outcomes.
5. To plan high quality and differentiated learning opportunities based on department agreed syllabi and schemes of work.
6. To contribute to departmental planning of schemes of work and resource preparation as directed by the Head of Department.
7. To follow the department syllabus and schemes of work as directed by the Head of Department, keeping to agreed timelines for covering content.
8. To prepare differentiated materials to cater for the promotion of effective learning for students of all abilities.
9. To set relevant homework tasks and post on the school's online portal for homework each week, ensuring students record that homework has been set in their planners and following up on completion and issuing sanctions where non-completion or lateness of homework occurs.
10. To introduce and model new concepts and provide appropriate scaffolds for students.
11. To promote literacy and oracy skills through effective question and answer and discussion activities.
12. To promote good time management in students when answering exam questions and attempting timed tasks.
13. To utilise and develop a range of pedagogies appropriate to the needs of students and what has the most impact on improving and securing rapid progress and achieving depth of learning.
14. Ensure the teaching area has bright, engaging and attractive displays that are kept up to date.
15. To ensure the climate for learning is warm and positive and encourages positive attitudes and working relationships.
16. To plan an effective plenary drawing together the learning for the lesson and enabling the students to consolidate their progress made.

### **Marking, Assessing and Reporting:**

1. To mark students' work in accordance with the school and department policy.
2. To utilise a range of methods of providing quality feedback to students that impacts on their learning and progress.
3. To keep an accurate mark book and records of results of outcomes for each students in tests and assessments.
4. To know where each student is in terms of progress and grade and plan using this data.
5. To enter assessment data and meaningful comments on student performance where required in the assessment and reporting cycle.
6. To meet all deadlines in relation to entering data and completing reports.
7. To provide summary reports for Heads of Year, the SENCO and Senior Leadership Team on individual students as required.

### **Classroom Management and Promoting Good Behaviour:**

1. To instill high standards of discipline and positive behaviour for learning.
2. To use the school behaviour policy consistently and refer all incidents swiftly via the appropriate communication channels.
3. To reward students and use praise and encouragement.
4. To meet and greet students at the door wherever possible and manage an orderly and calm entry to lessons and to dismiss students at the end of lessons on time and in a well ordered and controlled manner.
5. To insist on the schoolwide expectation of excellent manners, politeness and respect at all times.
6. To sign and complete student reports giving an accurate grade and reflection of their attitude and conduct in the lesson.

### **CPD and Communication:**

1. To attend, participate in and positively contribute to scheduled meetings.
2. To attend and engage in all INSET days and Twilight training programmes.
3. To attend staff briefings and pastoral team briefings each week as scheduled.
4. To attend any other meetings linked to the role as invited.
5. To engage in working parties and project groups as appropriate to the role.
6. To follow the school's Appraisal Cycle and its associated record keeping requirements.
7. To keep up to date with reading and research linked to the role of teacher and to the specialist subject.
8. To check school email every day and respond to actions and requests swiftly.
9. To abide by the school's Acceptable Use Policy relating to use of ICT equipment and email and internet.
10. To read the weekly staff bulletin and contribute to important notices as appropriate.
11. To achieve proficiency in the use of ICT and the school data management and student administration systems: SIMS, SISRA.
12. To pass all letters to parents and other organisations to the Headmistress for approval before sending.
13. To follow and comply with the staff code of conduct at all times.

14. To maintain high standards of professionalism, promoting the school and being a positive spokesperson for the school at all times.
15. To follow all school policies and procedures.
16. To respond to parental queries and concerns within 48 hours of receipt of their communication.

#### **Extracurricular and Performance Calendar**

1. To run extracurricular clubs and activities in accordance with the faculty programme.
2. To offer additional rehearsals outside of lesson time.
3. To support and be present at all performances across the faculty.
4. To play a full part in the annual school production and attend each performance.
5. To undertake any reasonable duty that supports the faculty as directed.

#### **General:**

1. To maintain a well ordered and tidy classroom.
2. To provide good care and stewardship of school resources and equipment and ensure their safe storage.
3. To carry out all school procedures in terms of health and safety and safeguarding of students including emergency evacuation and lockdown.
4. To carry out allocated breaktime supervision duties, arriving on time and being active and vigilant on duty.
5. To participate in whole school events and carry out allocated associated duties.
6. To attend Parents' Evenings of classes and year groups taught.
7. To adhere to all directed time activities.
8. Work actively to promote multi-cultural, multi ethnic and equality and diversity and to celebrate the rich cultural heritage in our community at all times.
9. To support the school's charity and fundraising activities.
10. All Convent staff are expected to be positive spokespeople for the school and to role model the professional behaviours and attitudes we expect to see in the students.

#### **Staff on the Upper Pay Range:**

1. To fully meet the Teachers' Standards and Post Threshold Standards.
2. To support the development and practice of less experienced staff as required.
3. To demonstrate a substantial and sustained positive contribution to the school.

**All staff may be required to carry out any other reasonable duty as directed by the Headmistress.**

**All Convent staff are expected to be positive spokespeople for the school and to role model the professional behaviours and attitudes we expect to see in the students.**