**Urmston Grammar**

**Job Description**

**Post:** Teacher of Music

**Reporting to**: Head of Department/SLT

**Responsible for**: Teaching and Learning within the Music Department

**Core Purpose**

All teachers make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their students.

* To be an active member of the Music department team.
* To be involved in the extra-curricular music provision including concert opportunities.
* To liaise with Heads of School, Heads of Faculty, Heads of Subject and pastoral staff.
* To attend assemblies.
* To assist with school visits.
* To participate, if necessary, in the school performance management procedures.
* To contribute to the wider life of the school community.

**Strategic Role**

* Contribute to the development of policy and practice to support the continued improvement of effective teaching and learning.
* Contribute to students’ spiritual, moral and cultural development e.g. citizenship, trips and visiting speakers.
* Contribute to school and departmental procedures which allow the analysis and interpretation of relevant data, research and other documentation to inform future practice, expectations and teaching methods.
* Participate in the school system for the quality assurance and self-evaluation of their curriculum area.

**Teaching and Learning**

**Set high expectations which inspire, motivate and challenge students**

* Establish a safe and stimulating environment for students, rooted in mutual respect.
* Set goals that stretch and challenge students of all backgrounds, abilities and dispositions.
* Demonstrate consistently, the positive attitudes, values and behaviour which are expected of students.

**Promote good progress and outcomes by students**

* Be accountable for students’ attainment, progress and outcomes.
* Be aware of students’ capabilities and their prior knowledge, and plan teaching to build on these.
* Guide students to reflect on the progress they have made and their emerging needs.
* Demonstrate knowledge and understanding of how students learn and how this impacts on teaching.
* Encourage students to take a responsible and conscientious attitude to their own work and study.

**Demonstrate good subject and curriculum knowledge**

* Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain students’ interest in the subject, and address misunderstandings.
* Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship.
* Keep up to date with developments in pedagogy, teaching resources and make relevant changes to instructional plans and activities.
* Use relevant technology to support teaching and learning.
* Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher’s specialist subject

**Plan and teach well-structured lessons**

* Plan, prepare, teach and evaluate lessons throughout the age and ability range.
* Impart knowledge and develop understanding through effective use of lesson time in accordance with statutory requirements, school aims and objectives, school policies and departmental Schemes of Work.
* Promote a love of learning and students’ intellectual curiosity.
* Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired and ensure that homework is set and recorded in the student planner.
* Reflect systematically on the effectiveness of lessons and approaches to teaching.
* Contribute to the design and provision of an engaging curriculum within the relevant subject area(s) which meets internal and external quality standards and develops independent learning.
* Use a variety of teaching methods which will stimulate learning appropriate to student needs and demands of specifications.
* Maintain resources and create positive learning environments in order to support learning.
* Take reasonable care of department resources and account for any equipment used.
* Establish and communicate clear objectives for all learning activities**.**
* Set cover work when on leave of absence/known absence

**Adapt teaching to respond to the strengths and needs of all students**

* Know when and how to differentiate appropriately, using approaches which enable students to be taught effectively.
* Have a secure understanding of how a range of factors can inhibit students’ ability to learn, and how best to overcome these.
* Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support students’ education at different stages of development.
* Have a clear understanding of the needs of all students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them ensuring targets outlined in a student’s Individual Education Plan are pursued.

**Make accurate and productive use of assessment**

* Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
* Make use of formative and summative assessment to secure students’ progress.
* Use relevant data to monitor progress, set targets, and plan subsequent lessons.
* Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback.
* Assess and monitor student work in accordance with statutory requirements and school and Departmental policies and to set realistic and challenging targets for improvement.
* Maintain teaching records, attendance and other pastoral records.
* Maintain accurate, transferable student registers and records.
* Complete student reports and reviews.
* Attend Parents’ Report Evenings as appropriate.
* Assist in setting and marking internal examinations.
* Ensure that external examination requirements are satisfied

**Manage behaviour effectively to ensure a good and safe learning environment**

* Maintain a tidy, safe and stimulating working environment.
* Maintain good order and discipline ensuring health and safety including training students in the safe and appropriate use of equipment.
* Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school’s behaviour policy.
* Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
* Manage classes effectively, using approaches which are appropriate to students’ needs in order to involve and motivate them.
* Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.
* Keep a record of student attendance at, and punctuality to, lessons and report any notable observations to the form tutor.

**Quality Assurance**

* To contribute to the school’s QA procedures for lesson observation, work scrutiny and student voice activities.
* To help to monitor and evaluate the curriculum area in line with the agreed QA framework.

**Ethos and Culture**

* Promote an ethos and culture within the department that are in line with achieving the aims of the school.
* Promote an ethos and culture which celebrates musicianship and encourages participation.
* Insist on the highest standards of behaviour and work from all students at all times.
* Celebrate students’ work including organising the provision and regular updating of displays and performance opportunities.

**Fulfil wider professional responsibilities**

* Make a positive contribution to the wider life and ethos of the school, most specifically through involvement in extra-curricular music.
* Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
* Deploy support staff effectively.
* Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
* Refer any Child Protection concerns to the designated Child Protection Officer in the school.
* Communicate effectively with parents with regard to students’ achievements and well-being.

All teachers are expected to demonstrate consistently high standards of personal and professional conduct.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time by mutual agreement, but in any case will be subject to regular review.

The post-holder will be subject to a full police and DBS check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared.