



## City of London Academy (Southwark)

### Job Description Teacher-in-Charge of Music (maternity cover)

<b>Grade</b>	Up to UPS3 (Inner London)
<b>TLR</b>	2 TLR points
<b>Responsible to</b>	Head of Visual and Performing Arts
<b>Job purpose</b>	To hold responsibility for the leadership and management of the Music department at the City of London Academy
<b>Key Accountabilities</b>	<ul style="list-style-type: none"><li>• To advise the Head of Visual and Performing Arts on the effective delivery of the Music curriculum across all key stages.</li><li>• To be accountable for the standards of pupil achievement within the department.</li><li>• To track pupil progress, and evaluate pupil attainment, on a regular basis ensuring progress is made across all key stages towards whole-school targets.</li><li>• To lead on the organisation of interventions for individuals and groups of students.</li><li>• To lead, develop and enhance the professional practice of all teachers of Music evaluating their quality of teaching and securing and sustaining the effective delivery of the subject.</li><li>• To work with the Head of Visual and Performing Arts in developing the strategic direction, leadership and management of Music through engaging in regular self-evaluation and subsequent development planning within a whole-Academy context.</li><li>• To keep updated subject policies, plans, targets and practices within a whole-Academy context.</li><li>• To hold responsibility for reviewing and updating schemes of work and teaching programmes through all key stages.</li><li>• To effectively line manage teaching staff (including peripatetic music teachers) and deploy teaching and support staff in the Music Department.</li></ul> <p><b>Team Leadership</b></p> <ul style="list-style-type: none"><li>• To adopt a coaching style of leadership which balances support and challenge in order to influence and motivate staff and students to achieve their objectives and those of the Academy.</li><li>• Use coaching skills to engage in the faculty and Academy-wide programmes of lesson observations in order to improve own, and departmental practice.</li><li>• Create an open culture and climate of continual improvement which fosters, and values dialogue between students, parents and teachers and other key stakeholders.</li><li>• Working proactively with the Head of Visual and Performing Arts to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes</li><li>• Advising the Head of Visual and Performing Arts about the recruitment and retention of high calibre staff</li></ul>



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- Implementing 'best practice' Academy performance management processes so as to provide a positive framework for staff development and achievement
- Assisting the Head of Visual and Performing Arts to ensure that the staff development programme is implemented, monitored and evaluated.
- In conjunction with all staff, organising and participating in activities/processes that encourage team development (including parents and commercial partners)
- Ensuring that all staff, including short and long term temporary staff, receive appropriate departmental induction and fully understand all relevant policies and their implementation.
- Mentor and support colleagues including NQT's, GTP's and TF trainees encouraging their professional development.
- Ensuring that effective, caring policies concerning a broad range of pupil and staff welfare matters are implemented
- Ensuring that the policies and processes for assessing pupils and for setting, monitoring and evaluating attainment goals for pupils are implemented by all Visual and Performing Arts
- To work with the Head of Arts Faculty to identify improvement priorities and coordinate the writing and monitoring of the Music department development plan.
- Monitor student behaviour and ensure that teachers work within the Academy behaviour policy.
- Maintain an overview of parental contact within the department.
- Ensure that the department contributes to the ethos of a business and enterprise specialist academy.
- Ensure homework is given and assessed regularly in line with Academy policies.
- Ensure that subject teachers work to the agreed schemes of work.
- Identify changes or developments in view of National strategies, curriculum developments or needs of pupils.
- Manage the delegated budget for the department to resource the curriculum. Delegate where appropriate to relevant staff.
- Collect, moderate and prepare coursework for submission to exam boards.
- Manage and maintain the department budget, ensuring the department is fully resourced and offers value for money.
- Manage and quality assure peripatetic music provision

### Teaching Responsibilities

- Have a secure and up to date knowledge and understanding of the concepts and skills necessary to teach Music and at all key stages
- Plan to achieve progression in pupils learning in line with agreed expectations and targets.
- Set homework, mark and assess in line with Academy policies.
- Engage with academy-wide learning initiatives and ensure that this learning permeates departmental practice and policy.
- Ensure that high quality teaching and learning takes place in all your allocated classes.
- Mark, assess, record and report on pupil achievement and maintain records as stated in the schools policy. Maintain accurate records and use assessment data to monitor progress, targets and take action (e.g. SEN, Gifted and Talented, praise and track under achievement).



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- Maintain a safe, purposeful, orderly classroom environment by employing a range of behaviour management strategies.
- Undertake specific duties within the team as agreed with your line manager.
- Attend and contribute positively to meetings and professional development activities.
- Promote and contribute where possible to the Academy's extra-curricular programme.
- Meet deadlines for reports, marking, submission of coursework and other assignments.
- Prepare pupils for examinations and take part in standardisation or moderating exercises as required by the Head of Visual and Performing Arts or examination boards.
- Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 5 working days to written correspondence.
- Carry out the role of form tutor as required.
- Carry out the professional duties of a teacher including the statutory responsibilities for the safeguarding of students.

### **Financial Responsibilities**

- Setting an annual purchasing budget for resourcing the Visual Arts appropriately and effectively
- Monitoring actual spend against forecast
- Ensure that 'Best Value' principles are applied to all appropriate purchasing decisions
- Advising the Head of Visual and Performing Arts of potential additional funding for the Arts and assisting with the bidding process
- Exploiting business opportunities to improve the resources of the Music department

### **Community and Commercial Links**

- Contributing to the development of initiatives to outreach to the community
- Creating and implementing ways of actively involving parents in the learning process
- Instigating, developing and maintaining links with commercial firms and Arts based enterprises so as to enhance the learning experience of both the School Community and the Commercial partners
- Facilitating a broad range of activities involving staff, students and the wider community so as to deepen and broaden learners' experience of the Visual and the Performing Arts
- Work with the Head of Visual and Performing Arts to maintain the School's Artsmark Gold status.

*The City of London Academy (Southwark) is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.*



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**Person Specification**

**Job Role: Teacher in-Charge of Music (Maternity Cover)**

**QUALIFICATIONS**

No	Description	Rating
1.	Good First Degree	Essential
2.	Teaching Qualification	Essential

**SKILLS & EXPERIENCE**

No	Description	Rating
3.	Strong leadership skills	Essential
4.	Proven Strategic Management Experience in Music Education	Essential
5.	Capable of initiating and maintaining innovative curriculum design and delivery	Essential
6.	Proven record of raising standards in Music at all ability levels	Essential
7.	Proven ability to lead and to transfer enthusiasm and understanding of Music, and its application to students and departmental staff	Essential
8.	Have a secure and up to date knowledge and understanding of the concepts and skills necessary to teach Music and at all key stages	Essential
9.	Excellent understanding of the strategic importance of Music to raising standards and a commitment to e-learning across the curriculum	Essential
10.	Flexible management style that involves all stakeholders in decision making, as appropriate	Essential
11.	Expertise in developing staff; teaching methodology, practical skills, extending subject knowledge, relationship building	Essential
12.	Competence in instigating and maintaining links with the Business and Enterprise Specialism of the school	Essential
13.	Self-motivated with excellent organisational and planning skills	Essential
14.	Exceptional communication and user ICT skills	Essential
15.	To promote the safety and wellbeing of students, ensuring that the academy's Child Protection and Safeguarding policies and procedures are promoted within the academy	Essential
16.	Involvement in networking and sharing of best practice	Essential
17.	Commercial experience	Desirable