

JOB DESCRIPTION:	Music Teacher
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JOB TITLE:	Maternity cover of Music Teacher
GRADE:	MPS
RESPONSIBLE TO:	Headteacher and SLT link
RESPONSIBLE FOR:	Promote excellence in the teaching of Music across the school at KS3 and KS4. Year 9 form tutor Working with the SLT link to monitor and evaluate the quality of teaching and learning of Music across the school.
JOB PURPOSE:	To secure and work with the SLT link to account for effective learning, appropriate achievement and educational social and personal progress of all pupils within the department, consistent with the aims of the school and the unique needs of each individual learner.

KEY RESPONSIBILITIES:**Responsibilities specific to the role – Music teacher**

- Work with SLT to establish and lead the strategic development of the Music curriculum for KS3 & 4 with the agreed aims and policies of the school.
- Be responsible for recording GCSE students' performances, completing composition coursework to deadlines and teaching set works for the AQA Listening exam.
- Work with SLT to establish effective monitoring and evaluation of Teaching and Learning within the subject.
- To work with the SLT link and other staff within the department to establish effective monitoring and evaluation of Teaching and Learning within the subject area.
- To work with the Deputy Head teacher and the appropriate Head of Faculty to track and monitor student progress.
- To maintain effective pupil assessment data on all students in line with whole school procedures. To ensure that assessment data is shared with students and parents at the appropriate intervals during the academic year.
- To work positively with other teaching staff within the department to ensure that students know what Level or GCSE Grade they are working at; what they need to do to improve, and, as appropriate, set targets with students designed to improve achievement and success. (In line with departmental and whole school procedures).
- To gather appropriate information for the departmental SEF, Handbook and development Plan, updating as required.
- To work with SLT to ensure that the department and the school meet its obligations in respect of the 5 statutory outcomes enshrined within the Children's Act 2004.
To ensure that every child and young person:
 - Is healthy
 - Is safe
 - Enjoys learning and achieves
 - Makes a positive contribution
 - Is economically secure
- Be responsible for promoting and safeguarding the welfare of young people that you are responsible for and come into contact with. Show your commitment to keeping young people safe by being clear about your responsibilities towards them and by following the school's Child Protection procedures.
- To secure and sustain effective learning for all students through leading the well-planned and effectively organised teaching within the department, including the professional development of staff.
- Ensure that ICT is fully exploited as an effective Teaching and Learning tool within the department.
- To ensure that all elements of the Professional Standards for Teachers are met.

- Liaise with SLT to ensure that resources are effectively deployed.
- Work with faculty staff, SLT and support staff to sustain motivation and commitment to learning and care.
- Plan for the effective deployment of allocated resources to secure high quality learning experiences
- Report to line manager in accordance with school procedures.
- Ensure that school priorities are implemented as required.

KEY RESPONSIBILITIES:

CURRICULUM

Subject teachers will

- Be responsible to their Head of Faculty/Department
- Teach their specialist subject/s
- Be responsive to change within the school and within the department
- Share in the planning, implementation and review of the subject to take full account of all legal and National Curriculum requirements
- Share responsibility with other members of the department for the preparation of teaching materials, review of Schemes of Work and plan effectively
- Prepare and teach in accordance with the Schemes of Work of the department.
- Assist with the development of strategies and learning materials for students in need of learning support or learning extension. Producing and developing differentiated work as appropriate
- Promote a positive ethos within the subject area by example and ensure a stimulating environment for learning
- Develop and maintain an up to date knowledge and understanding of the areas of teaching and pupil support for which the post holder is responsible
- Work with colleagues in the faculty to enhance the quality of teaching and learning within the department and across the school
- Promote and embed whole school teaching and learning initiatives, specifically with regard to Assessment for Learning and Personalised Learning
- Plan work to meet the learning needs of allocated pupils in a consistent and effective way
- Use appropriate teaching and classroom management strategies to motivate pupils and enable each to progress
- Foster and promote departmental and whole school policies on Behaviour, Rewards and Sanctions

ASSESSMENT, RECORDING AND REPORTING

Subject teachers will:

- Work with SLT link, to establish effective monitoring and evaluation of Teaching and Learning within the Subject
- Work with students to ensure that they know what Level or GCSE Grade they are working at; what they need to do to improve, and, as appropriate, set targets with students designed to improve achievement and success. (In line with department and whole school procedures), of pupils for whom the post holder is responsible to set expectations give constructive feedback. (Undertake regular monitoring of progress), and maintain accurate records
- Act as a Form tutor as required and to support Head of Year on related pastoral matters pertaining to students in your form
- Ensure appropriate planning and delivery of assessments, examinations, homework and marking in accordance with whole school and departmental policy. Maintain full and accurate records of the assessment of student work
- Assist in the development of assessment, recording and reporting, in line with whole school policies. (Progress Monitoring/SIMS)
- Ensure good management of the classroom and create a positive environment where care and respect for school and personal resources is promoted
- Be responsible for the discipline within their classroom and ensure compliance with departmental and school procedures for dealing with misbehaviour
- Make full and effective use of both whole school and departmental rewards systems

COMMUNICATION

Subject teachers will:

- Have due regard for the systems of communication within the school
- Contribute to subject/parent evenings to discuss progress and attainment of students taught with his/her parents/carers
- Liaise with the Heads of Year/Pastoral team on matters of a pastoral nature pertaining to students under their charge
- Support all whole school initiatives designed to ensure that all children are Healthy, safe, enjoy their learning, make a positive contribution and are economically secure

RESOURCES and SELF EVALUATION

Subject teachers will

- Participate fully in professional development activities to develop good practice, sharing the learning from these as appropriate
- Make an effective contribution to the policies and aspirations of the school
- Work with and support the Head of Faculty to gather appropriate evidence for the Departmental School Evaluation Form in readiness for any inspection

HEALTH AND SAFETY

Subject teachers will:

- Have due regard for the school Health and Safety policy and any such issues particular to their subject area
- Log Health and Safety incidents and near misses and report concerns to the Health and Safety Coordinator
- Familiarise themselves with fire regulations
- Have due regard for student safety and report any concerns to the appropriate school body
- Supervise corridors at the beginning and end of lessons to ensure that students conduct themselves in an orderly fashion in between lessons and ensure that they are on the corridors to meet and greet their classes at the start of every lesson

CONDITIONS OF SERVICE

Subject teachers should:

- Fulfil all the requirements and duties set out in the current Pay & Conditions documents relating to the conditions of employment of teachers.
- Fulfil all of the responsibilities and duties required by the School's policies on teaching and learning
- Meet the National Standards for Subject teachers
- Ensure that all elements of the Professional Standards for Teachers are met

This job description will be reviewed annually.

SIGNED **POSTHOLDER**

SIGNED **HEADTEACHER**

DATE

Person Specification – Lead Teacher of Music

Criteria	Essential	Desirable	Method of assessment
Qualifications	<p>Qualified Teacher Status</p> <p>An appropriate degree / relevant qualifications or experience with an ability to teach up to KS4 GCSE AQA Music</p>	<p>Degree in Music</p> <p>Experience teaching AQA syllabus</p> <p>Strong A-Level grades or equivalent in relevant subject(s)</p>	<p>Application</p> <p>Qualifications</p>
Experience	<p>Teaching Music across KS3 and KS4 including planning, preparation & marking in line with AQA exam board syllabus.</p> <p>Use of ICT in the classroom including music software - Sibelius & MuseScore.</p>	<p>Submitting performance and composition paperwork to an exam board.</p>	<p>Letter, application form and references</p>
Knowledge and Understanding	<p>Secure knowledge of the developments in the Music curriculum</p> <p>Knowledge and understanding of the requirements of high quality teaching/pedagogy including AFL.</p> <p>Thorough knowledge of subject area</p>	<p>Rich understanding of the learning process.</p> <p>Understanding of the AQA syllabus & set works.</p> <p>Ability to use and understand assessment data</p>	<p>Interview, letter of application, sample lesson</p>
Teaching and Learning	<p>Commitment to raising achievement across a key stage</p> <p>Willingness to learn, develop and share skills</p> <p>High expectations of all pupils</p> <p>Ability to engage and motivate pupils</p> <p>Ability to deploy behaviour management strategies effectively</p>	<p>Evidence of successful lesson planning and delivery</p> <p>Evidence of highly effective differentiation</p>	<p>Sample lesson</p> <p>Application Form</p>

Criteria	Essential	Desirable	Method of assessment
Skills and Attributes	<p>Ability to establish good working relationships with colleagues</p> <p>Ability to work in a team</p> <p>Good time Management</p> <p>Good communication skills</p>		<p>Interview</p> <p>References</p>
Personal Qualities	<p>Enthusiastic and committed</p> <p>A sense of humour</p> <p>Open-mindedness</p> <p>A forward thinking approach</p> <p>Willingness to be actively involved in an extensive extracurricular programme</p>		<p>Interview and sample lesson</p>