



## Beaumont School Job Description

Job Title: **Head of Music**

Post Holder:

Responsible to: **Deputy Head**

Salary Range: **MPS & UPS plus TLR**

### Teacher with Teaching and Learning Responsibilities

#### **Accountability:**

The TLR holder is accountable to the relevant line manager in all matters relating to this rôle.

#### **Core purpose of the rôle:**

All teachers work within the statutory conditions of employment set out in the current School Teachers Pay and Conditions Document (STPCD). The duties listed below are taken from the August 2019 STPCD. These may change from time to time so teachers should refer to the current STPCD for up to date detail. The relevant duties relating to each of these broad headings are listed over page.

1. Teaching
2. Whole school organisation, strategy and development
3. Health, safety and discipline
4. Management of staff and resources
5. Professional development
6. Communication
7. Working with colleagues and other relevant professionals.

**In addition, the TLR holder undertakes a sustained further responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.**

**The TLR Job Description comprises the professional responsibilities for teachers, the generic TLR responsibilities and the specific responsibilities for the post. These are detailed on the accompanying pages.**

The Teachers Standards define the minimum level of practice expected of teachers from the point of being awarded QTS. The Teachers Standards need to be applied as appropriate to the role and context within which a teacher is practising.

Appraisers will assess qualified teachers against the Teachers Standards to a level that is consistent with what should reasonably be expected of a teacher in the relevant role and at the relevant stage of their career. For those holding TLR points, consideration of how they fulfil these additional responsibilities will form part of appraisal against the Standards.

Line Manager	Signed: Date:
Post holder	Signed: Date:

## **Professional Responsibilities: Teachers** **(from STPCD August 2019)**

A teacher (other than a Headteacher) may be required to undertake the following duties:

### **Teaching**

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned students.
- Participate in arrangements for preparing students for external examinations.

### **Whole school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or student development to secure coordinated outcomes.
- Supervise and so far as practicable teach any students where the person timetabled to take the class is not available to do so. (Teachers should be required to provide cover only rarely, and only in circumstances that are not foreseeable.)

### **Health, safety and discipline**

- Promote the safety and well-being of students.
- Maintain good order and discipline among students.

### **Management of staff and resources**

- Direct and supervise support staff assigned to them and where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

### **Professional development**

- Participate in arrangements for the appraisal and review of their own performance, and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development, and, where appropriate, that of other teachers and support staff including induction.

### **Communication**

- Communicate with students, parents and carers.

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

## **Teaching and Learning Responsibility post: Generic responsibilities**

The **Governing Body** may award a Teaching and Learning Responsibility (TLR) to a classroom teacher for undertaking a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.

Before awarding a TLR the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that the TLR:

1. is focused on teaching and learning;
2. requires the exercise of a teacher's professional skills and judgement;
3. requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage student development across the curriculum;
4. has an impact on the educational progress of students other than the teacher's assigned classes or groups of students; and
5. involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1, the Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

### **At Beaumont School, all TLR post holders work with other relevant staff to:**

1. Actively promote the positive ethos of the school
2. Maintain personal expertise and share it with others
3. Support the leadership team in realising the goals and aims of the school
4. Identify relevant school and subject improvement issues and prepare an Improvement Plan to prioritise and address the issues
5. Define and agree appropriate improvement targets
6. Lead evaluation strategies to contribute to overall school self-evaluation and report on this annually
7. Identify and co-ordinate continuing professional development (CPD) needs and opportunities for members of their team
8. Monitor standards of student behaviour and engagement
9. Promote positive attitudes to learning
10. Evaluate the impact of all improvement activities on teaching and learning
11. Participate in regular meetings with the line manager and provide relevant student progress information as requested
12. Be an appraiser for allocated staff
13. Hold relevant staff accountable for their performance
14. Take initial responsibility for the pastoral care and welfare of designated staff
15. Identify staff and resources needs and advise the Link Manager of likely priorities for expenditure
16. Administer the budget or other resources with maximum efficiency
17. Oversee health and safety in the department / area including risk assessments
18. Ensure deadlines are met within and across the department / area