



St Mary's CE Primary School

Founded in 1812

Dollis Park, Finchley, LONDON N3 1BT



Job Description – Music Teacher/Subjects Leader

Post: Music Teacher/Subject Leader

Responsible to: Executive Headteacher

Salary: Qualified Teachers - Main Scale or Upper Pay Scale plus Outer London Allowance
Music Specialists without QTS – Unqualified Teacher Range plus Outer London Allowance

1. Job Purpose

- To carry out those responsibilities defined by the School Teachers Pay and Conditions, in order to provide a full learning experience and support for pupils.
- To actively promote equality of opportunity to provide the best possible education for all its pupils, taking into account ethnicity, gender, and special educational needs, English as an additional language, disability and emotional needs that may affect learning.
- To be accountable for planning, preparing and delivering lessons effectively to raise standards of student attainment and achievement within the curriculum area and to monitor and support student progress.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To provide and monitor opportunities for personal and academic growth for all pupils.
- To ensure the provision of an appropriately broad, balanced, and relevant and differentiated curriculum for pupils in all assigned classes and to support a designated curriculum area as appropriate.
- To take an active role in the school's extended learning through involvement in extra-curricular activities.
- To communicate and cooperate with individuals or bodies outside of school.
- Ensure that the health and safety of all pupils and staff is promoted and maintained to a high standard at all times in accordance with the school's relevant policies and procedures.

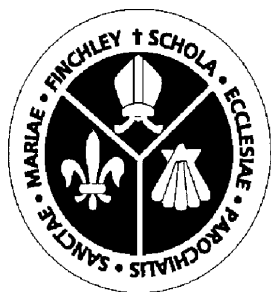


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Outstanding level 2011

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Head Teacher: **Stefan Roos** Chair of Governors: **Mrs Claire Turner**



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2. Core job functions: Personal Responsibility

- To implement, adhere to and promote all school policies including those relating to Race Equality, Equal Opportunities and Health and Safety.
- To attend and lead training and meetings as necessary and cascade any relevant information to relevant staff and stakeholders as appropriate.
- Be an excellent role model for all members of staff and for pupils in all aspects of school life.
- To be an exemplar of all school policies and practices, including Health and Safety.
- To play a full part in the life of the school community, support its ethos and encourage staff and pupils to follow this example. To offer guidance and support to colleagues.
- To support the school in meeting its legal requirements for worship.
- To continue personal professional development as agreed and take part in appraisal.

3. Core job functions: Teaching and Learning

- To undertake an appropriate programme of teaching in accordance with the duties of a Main Pay Scale teacher.
- To consistently teach pupils according to their educational needs and preferred learning styles to achieve student success, to include the setting and marking of work.
- To assess, report on the progress, development and attainment of pupils in accordance with school policy and in order to track and record student progress against targets to inform teaching and learning.
- To maintain appropriate records and to provide relevant accurate information for registers etc.
- To ensure a high quality teaching experience for pupils which meets internal and external quality standards.
- To provide or contribute to oral, and written assessments, action plans, progress files reports and references relating to individual pupils and groups of pupils.
- To prepare and update subject materials and the music curriculum.
- To use a variety of delivery methods to stimulate learning appropriate to pupils needs and demands of the music curriculum.
- To manage behaviour in accordance with the school's policies and procedures and to encourage good practice with regard to behaviour, standards of work and homework.
- To undertake assessment of pupils in line with school procedures
- To mark and assess pupil's work in line with school practice and provide feedback as required.
- To attend activities such as Open Evenings and Parents Evenings
- To maintain effective subject links with external agencies, including peripatetic music teachers.



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4. Core job functions: Operational / Strategic Planning

- To assist in the development of appropriate resources, schemes of work and policies
- To develop music across the school.
- To effectively plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.
- To lead a school choir.
- To organise music events, services and performances.
- To assist the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils.
- To lead our singing act of Worship (assembly) and accompany whole school singing in other acts of worship (assemblies)

5. Quality Assurance

- To ensure the effective operation of quality control systems.
- To establish and embed the process of setting of targets in music
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure these are adhered in music.
- To monitor and evaluate the music curriculum and provision in line with agreed school procedures.

6. Managing Resources

- To assist where required for the effective allocation and usage of equipment and materials.
- To assist where required in managing the available resources of space, finance and equipment efficiently within the limits, guidelines and procedures of the school, including deploying the budget effectively and maintaining appropriate records.

7. Pastoral

- To promote the personal and academic well-being of pupils.
- To accompany pupils to assemblies and events and complete risk assessments as appropriate.
- To alert appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved, including safeguarding.
- To maintain a high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary to enable effective learning to take place.
- To communicate and liaise effectively with parents and carers regarding the welfare of individual pupils to ensure good relationships between school and home.



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8. Generic Accountabilities

- To comply with any reasonable request from a manager to undertake work of a similar level which is not specified in this job description.
- To be courteous to all individuals and provide a welcoming environment to visitors and telephone callers.
- To attend weekly staff meetings (as well as other occasional meetings), in accordance with school policy and to lead such meetings as required.
- To attend occasional musical performances during evening hours and at weekends, as required.
- Contribute to whole school assemblies and support other staff with assemblies.

This job description will periodically be reviewed and changed in consultation with you.

St Mary's CE Primary School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We ensure that all our recruitment and selection practices reflect this. All successful candidates will be subject to an enhanced Disclosure and Barring service check along with other relevant employment checks.



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Music Teacher/Subject Leader - Person Specification

Specification	Essential	Desirable
Qualifications and Experience		
Qualified Teacher Status in UK or Specialism in Music	X	
Relevant teaching experience as Music teacher or other	X	
Recent and relevant continued professional development	X	
A degree or proven skills in music	X	
Experience of basic budget management		X
Experience of supporting and developing teachers		X
Knowledge and Understanding		
Knowledge of current educational issues, national and local policies, legislation and developments	X	
Excellent knowledge of different styles of music	X	
Strong knowledge of assessment relating to music	X	
Knowledge and understanding of strategies to improve teaching and learning	X	
Good working knowledge of statistical data and assessment and how this informs improvement		X
Effective strategies for achieving high standards of discipline to secure excellent academic progress	X	
Knowledge of the role of parents and the community in school improvement and how this can be promoted and developed		X
Innovation in developing and implementing work with pupils	X	
Clear understanding of how to track pupil progress against desired outcomes	X	
An understanding of effective collective worship in a church school context		X
Excellent knowledge of welfare, health and safety and safeguarding requirements	X	
Professional Skills, Attributes and Experience		
A proven track record of implementing effective strategies to include and meet the needs of all pupils to raise achievement.	X	
Proven track record of excellent teaching	X	
Excellent musical skills, including training a choir and playing a musical instrument	X	

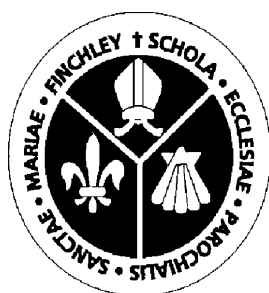


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Experience of initiating and implementing strategies to improve children's learning and progress.	X	
A proven track record of securing high standards of achievement and attainment.	X	
Experience of successful networking with other schools, agencies and organisations to enrich the curriculum beyond the classroom.		X
Effective promotion of community links and cohesion to ensure pathways for success for all learners	X	
Highly effective oral and written communication skills	X	
Good analytical skills in order to draw appropriate conclusions and make decisions		X
Ability engage pupils effectively in learning to achieve success	X	
Effective behaviour management skills which empowers young people to manage their behaviour more appropriately	X	
Excellent interpersonal and people skills to lead, inspire, motivate and support pupils and colleagues successfully	X	
Excellent organisational and administrative skills	X	
Personal Qualities		
Consistently demonstrate the behaviours expected by virtue of being a person in a position of trust	X	
A genuine concern to secure the educational progress of students irrespective of their background or ethnicity	X	
Committed to undertaking professional training and assist with the professional development of others	X	
Demonstrate reliability and integrity and lead by example	X	
Willingness to share expertise, skills and knowledge	X	
Be tolerant and possess a calmness when working with others to maintain good relationships	X	
*A Practising Christian		X
A reflective practitioner	X	
Commitment to children's wellbeing and safety	X	
Enthusiasm for music	X	

**We define 'practising Christian' as someone who is a faithful and regular worshipper at a church which is a full or associate member of Churches Together in Britain and Ireland or a member of the Evangelical Alliance and 'faithful and regular worshipper' as someone who is attending at least twice a month at a service of worship.*



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