HACKNEY NEW PRIMARY SCHOOL

Job Description
Upper Strings Tutor
Timings: 19 hours per week

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

Main Purpose

To provide violin lessons in half classes, viola lessons in small groups, support whole class orchestras and to carry out other associated duties as are reasonably assigned by the headteacher.

To support and/or deliver learning to ensure all pupils make excellent progress, through a rich, creative and innovative curriculum.

Responsible to: Head of Music /Senior Leadership Team/Headteacher

The job description is to be carried out within a system of supervision by qualified

teachers. **Main responsibilities**

Planning

- Plan and prepare lessons with the Head of Music, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
- Develop and prepare resources for learning activities in accordance with lesson plans/termly plans and in response to pupil needs.

Learning and Teaching

- Within an agreed system of supervision and within a predetermined lesson framework, teach whole class lessons.
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- .Be familiar with lesson plans, individual targets and learning objectives.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop. Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively with others.

- Organise and safely manage the appropriate learning environment and resources
- Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement of self reliance.
- Encourage acceptance and integration of children with special needs, or from different cultures and/or with different first language.

Monitoring and Assessment

- With Head of Music, evaluate pupils' progress through a range of assessment activities.

- Assess pupils' responses to learning outcomes/activities and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.
- Contribute to programmes of observation and assessment as planned by the Head of Music and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.

Mentoring, supervision and development

- Contribute to the overall ethos, work, aims and objectives of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings when crucial and training days/events as requested.
- Support and guide other less experienced tutors' work when required and lead training for other tutors.
- Assist Head of Music in offering mentoring support and guidance to other tutors undertaking formal training
- If directed by the Head teacher, mentor other tutors and undertake, induction, training and mentoring for other tutors.

Behavioural and Pastoral

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children.
- Provide support and assistance for children's physical support and maintain personal equipment used by the children at the school.
- Administer medication as agreed.
- Foster and maintain constructive and supportive relationships with parents/carers,

exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.

General Duties

- To adhere to the policies and procedures of Hackney New Primary School.

- To share in the corporate responsibility of the development and well being of all students.

- Make a positive contribution to the wider life and ethos of the school
- Demonstrate consistently the positive attitudes, values and behaviour which are expected within the school community based on mutual respect between students and staff.
- To take a pro-active part in the school's performance management system, with the ultimate aim of improving standards of teaching and learning in the school.
- To take reasonable care of one's own health and safety and that of others and inform the Line Manager of any concerns with regard to health and safety
- Any other duties required by the Head of Music, Senior Leadership Team or the Head Teacher, which is within the scope of this post.
- At all times carry out duties with due regard to the school's Safeguarding and Health and Safety policy.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To provide the highest quality of education, care and preparation for life for all students in the school.
- To support the needs of the pupils and curriculum, by assisting the Head of Music with preparation of equipment and photocopying of material for use in learning.
- Create and maintain a purposeful, orderly and supportive environment and assist with displays of the pupil's learning.
- Support teaching staff and pupils on school trips as required, by taking responsibility for a group of children and adhering to the relevant school policies and documentation.

Professional development

- Take part in the school's appraisal procedures
- To actively engage in training sessions, meetings and other directed tasks, to support the school's priorities and to ensure to secure their own professional development
- Where appropriate, take part in the appraisal and professional development of others

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour,

within and outside school

- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

The Instrumental Tutor will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Person Specification

	Essential Qualities	Desirable Qualities
Qualifications and Training	Strong academic background Violin or Viola Specialist Can play Violin or Viola (depending on specialism) as a strong second instrument	Evidence of continuous INSET and commitment to further professional development Music Degree with performance element Pianist Willing Singer Kodaly or Dalcroze Training
Experience	Large Group Instrumental Teaching Experience Know how to challenge and differentiate for children of varying abilities Have experience of working with other adults, support staff, teachers and other professionals in the classroom	Able to teach across a wide range in the primary school Have knowledge of the National Curriculum for Music Experience of teaching in KS1 and KS2 Experience of working with children with SEN/D Willing to teach both Key Stages Willing to contribute to an extra-curricular area Have taken part in extracurricular musical activities Experience in planning and delivering performances

Knowledge and understanding	Able to use IT skills effectively for themselves and for teaching across all subjects Understanding of assessment for learning and its use to raise standards Able to use different teaching and learning styles effectively	An understanding of the role of parents and the community in school improvement and how this can be promoted and developed Ability to make use of appropriate data to analyse the performance of pupils and set targets Good working knowledge of the National Curriculum
Skills and abilities	Able to create a safe, happy, challenging, stimulating and effective learning environment Ability to encourage independent learning Ability to work closely as part of a team Communicate effectively (both orally and in writing) to a variety of audiences Creativity	Ability to contribute positively to curriculum development Ability to contribute to the music curriculum Ability to contribute to the school's enrichment program
Personal Qualities	Self motivated and hard working Able to initiate ideas and put them into practice Have a commitment to personal development A sense of humour and the ability to make learning fun Commitment to the best outcomes for each and every child at Hackney New Primary School	
Special Requirements	An Enhanced DBS Check is required	



Job Description : Higher Level Teaching Assistant - HLTA

Job Description : Upper Strings Tutor