



St Francis Xavier's College Job Description

Position: Teacher of Music

Salary Grade:	TPS/UQT
Duration of Post:	Fixed Term 0.4 FTE
Disclosure Level:	Enhanced
Responsible to:	Designated member of Leadership Team Curriculum Leader of Music – David Stokes
Responsible for:	Classroom teaching & Management
Liaising with:	Relevant staff with cross-school responsibilities, relevant non-teaching support staff, external agencies and parents

Please refer to the Department for Education teachers' Standards document:

<https://www.gov.uk/government/publications/teachers-standards>

We expect all teaching staff to contribute to these main strands from the standards document:

- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Plan and teach well-structured lessons
- Adapt teaching to respond to the strengths and needs of all pupils
- Make accurate and productive use of assessment
- Manage behaviour effectively to ensure a good and safe learning environment
- Fulfil wider professional responsibilities

MAIN PURPOSE OF THE POST

- The main responsibility of each teacher is his/ her classroom teaching duties; there are, however, other responsibilities and these should be carried out to the highest standard to ensure the all-round quality of education for pupils at St. Francis Xavier's College

- To play an active role in the life of the school, including in the extra- curricular activities programme
- To support the Christian ethos and values of the school and to work in accordance with its desired aims and policies
- Liaising with relevant staff with cross-school responsibilities, relevant non-teaching support staff, external agencies and parents.

DUTIES AND RESPONSIBILITIES

Teaching:

- Planning and preparing courses and lessons
- Assessing, marking, recording and reporting on the development, progress and attainment of pupils in line with school and departmental policy
- Promoting the general progress and well- being of individual pupils and groups of pupils
- Exercising proper care of teaching materials, equipment and rooms to maintain a stimulating teaching environment
- Following agreed policies with regard to such matters as programmes of study, teaching methods, supporting pupils with learning support needs and homework
- Advising and co-operating in the preparation and development of courses of study, teaching materials, teaching programmes, and methods of teaching and assessment

Assessment and Reporting:

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and/ or groups of pupils
- Communicating and consulting with the parents of pupils, both formally at Parents' Meetings and informally
- Participating in arrangements for preparing and assessing pupils' work for public examinations

Other Specific Duties:

- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Mission Statement

- The teacher must adhere to the College's mission statement by supporting the Christian ethos of the College and ensuring we offer all of our students the opportunities and to experience and enjoy 'Life in all its fullness...

Safeguarding

The Teacher must adhere to the College's safeguarding procedures at all times as outlined in the College's Child Protection and Safeguarding Policy and Dfe guidance "Keeping Children Safe in Education".

This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Policies:

The teacher must adhere to the College's policies, procedures and documentation relating to the position.