HIGHFIELDS SCHOOL

Boundary Way, Penn,
Wolverhampton WV4 4NT
Tel: 01902 556530
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NOR 1698 SIXTH FORM 322

PART TIME TEACHER OF MUSIC (FTE 0.4)
Required for September 2023

We wish to appoint an excellent teacher to join our successful and heavily oversubscribed 11 – 19 school. The successful candidate will be a highly motivated, inspirational and enthusiastic teacher with a passion to enthuse students to enjoy and achieve in Music.

This is a fantastic opportunity to join a highly valued department with an experienced and supportive team. Applicants may be established practitioners wishing to develop their career in a large school or ECTs with the potential to be outstanding teachers.

As a department we offer:

- A comprehensive and personalised induction programme
- Experienced and supportive staff
- A creative and collaborative working environment
- Excellent student progress and results
- Innovative use of technology
- Strong budgets to support experimental classroom practice
- A wide range of extra-curricular activities

As a school we offer:

- A vibrant and exciting comprehensive school which is culturally and ethnically diverse
- Excellent examination results
- Outstanding student progress
- Well behaved students who are eager to learn
- Supportive parents who want the best for their children
- A large Sixth Form
- Modern and stimulating teaching facilities
- Excellent CPD opportunities at all levels

Please submit applications through TES

For further information, or to arrange a visit to the school, please contact Mr A Cheetham, Deputy Headteacher, Head of Humanities Learning School – acheetham@hswv.co.uk

Closing date: Monday 24th April 2023 at 9am
Interviews: To be advised to successful applicants

Highfields School is committed to safeguarding and promoting the welfare of children and young people
This post is subject to an Enhanced DBS check and 2 very good references

HIGHFIELDS SCHOOL

Job Description

Post Title: **Teacher**

Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To assess individual students on a systematic and regular basis.
- To monitor the achievement and standards attained by individual students measured against prior attainment and agreed targets.
- To contribute to raising achievement and standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Reporting to: Head of Department

Responsible for: The provision of a full learning experience and individual support for students within a designated subject area. Contributing to the Learning School ethos. Supporting the development and implementation of whole school policies.

Liaising with: Head/Deputies, teaching/support staff, external agencies and parents.

Working Time: 195 days per year

Salary/Grade: Teacher

Disclosure level: Enhanced

Operational/Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, assessment and marking policies and teaching strategies in the Department and Learning School
- To contribute to the Learning School's and Department's development plan and its implementation.
- To support the Head of Department in the preparation of termly Programmes of Study and appropriate resources.
- To plan and prepare courses and lessons.
- To contribute to whole school planning activities.

Curriculum Provision

- To assist the Head of Department in ensuring that the curriculum area provides a range of teaching and learning experiences and activities which complement the school's strategic objectives.

Curriculum Development

- To assist in the process of curriculum development and to ensure the continued relevance of the subject curriculum to the needs of students.
- To ensure that the delivery of teaching and learning in the classroom meets the needs and requirements of the Examining and Awarding bodies.
- To ensure that the delivery of teaching and learning in the classroom complements the school's strategic objectives.

Staffing
Staff Development
Recruitment/ Deployment of Staff

- To take part in the school's staff development programme by participating in arrangements for further training and continuing professional development (CPD)
- To continue personal development in the relevant areas including subject knowledge and teaching strategies and methodologies.
- To actively engage in the Appraisal Process.
- To ensure the effective/efficient deployment of teaching assistance in the classroom when provided.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance

- To implement and adhere to school quality procedures.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To implement modifications and improvements to teaching and learning and assessment where required.
- To review methods of teaching and programmes of study on a regular basis.
- To review the assessment process on a regular basis.
  To participate in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information

- To ensure up to date knowledge and understanding of all student data and management information relevant to teaching and learning.
- To use data and management information efficiently and effectively to inform teaching and learning and the assessment of students.

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To provide accurate and relevant data/information to assist in the tracking of students' achievement and attainment.
- To track individual student progress using accurate data and information.
- To provide accurate data and information to facilitate Intervention Strategies to improve student performance and raise achievement.
- To provide regular and accurate progress reviews and reports on students.

Communications

- To communicate effectively with the Parents/Carers of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Mornings, Parents' Evenings, Review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Department in identifying resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, Learning School and the students.
- To be accountable for resources, equipment and materials issued to teaching groups.

Pastoral Responsibilities

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- To liaise with the relevant Head of School to ensure the efficient and effective implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To fulfil the agreed responsibilities of Form Tutors recognising that these may vary with different Year groups.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans, progress files and other reports.

- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE and Citizenship and Enterprise according to school policy
- To apply the Behaviour Management systems so that effective learning can take place.

Teaching

- To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To identify individual learning styles and accommodate a range of learning styles in the preparation of schemes of work and lessons.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To apply the School Behaviour Management systems to maintain effective discipline so that effective learning can take place.
- To encourage good practice in individual students with regard to punctuality, behaviour, standards of work and homework.
- To implement Intervention Strategies to improve student achievement and attainment.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To share good practice and contribute to a whole school ethos which seeks to continuously improve the quality of teaching and learning.

Other Specific Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- 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.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: ..... Date: .....
Headteacher

Signed: ..... Date: .....
Teacher

HIGHFIELDS SCHOOL

TEACHER

PERSON SPECIFICATION

AREA	FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	Degree or equivalent	•		Application form
	Qualified teacher status	•		Application form
Skills and Knowledge	Understanding of National Curriculum	•		Application form Letter of application Interview
	Knowledge and understanding of Literacy/ Numeracy programmes		•	Application form Letter of application
	Knowledge and understanding of Assessment	•		Interview
	Able to communicate well with others	•		Application form Letter of application Interview References
	ICT/Data literate	•		Interview
	Working knowledge of school procedures		•	Interview
	Knowledge and understanding of Inclusion and Pastoral procedures		•	Application form Letter of application Interview References
	Evidence of undertaking professional development		•	Application form Letter of application Interview References
	Flexible approach to people and situations	•		Letter of application Interview References

AREA	FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Skills and Knowledge	Ability to use own initiative appropriately	•		Interview References
	Work constructively as part of a team	•		Interview References
	Excellent organisational and time management skills	•		References
	Understand roles of TAs		•	Interview
	Experience of liaising and planning with staff		•	Interview References Letter of application
Other	Personal presence and high expectations	•		Interview References
	Capacity for sustained hard work	•		References
	Presentation skills	•		Interview
	Career orientated	•		Interview References Letter of application
	Sense of humour	•		Interview