

# Job Description

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**Role:** Teacher of Music

**Grade:** MPS/UPS (Inner London)

**Reporting to:** Leader of Music

**Responsible for:** Primary Music: Curriculum, Standards of Achievement, Teaching and Learning

## Purpose of Post

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- To be an effective and reflective music teacher able to demonstrate and share good practice
- To plan and prepare lessons with regard to individual need, with reference to school policies, national requirements and local policies.
- To work with the Leader of Music of sharing a vision for music to work effectively within an all-through setting
- To support the governors and leadership team in attaining aims and objectives of the school improvement plan in order to secure the best outcomes for pupils.

*The duties outlined in this job description are in addition to those covered by the most recent School Teachers' Pay and Conditions Document.*

## Main Duties

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The education and welfare of a group of children in accordance with the requirements of the "Conditions of Employment of School Teachers" having due regard to the requirements of the National Curriculum. To uphold the school's aims, objectives and schemes of work and any agreed and established school policies. To share in the corporate responsibility for the well-being and discipline of all children.

### Teacher's Duties

- promote the general progress and well-being of individual pupils through ensuring the maintenance of good order and discipline among all pupils and safeguarding their Health and Safety, both on school premises and when they are engaged in authorised activities elsewhere;
- plan engaging lessons and home learning according to the educational needs, abilities and achievement of individual pupils which develop a culture of enquiry and dialogue;
- assess, record and report on the progress, attainment attendance and behaviour of pupils;
- ensure teaching builds on the success of the primary phase, working with teachers across the school, both inside and outside the classroom;
- promote high standards of learning, teaching and pupil achievement and progression through active engagement in and contribution to the school's CPD programme;
- work with Senior and Middle Leaders and SENDCo, ensuring that the needs of all children are met;
- fully engage with the school's pastoral system within lessons and as a form tutor;
- create and promote positive strategies for challenging all forms of prejudice and harassment and promoting British values.
- co-ordinate assessment and record keeping procedures in our class and reporting on student's attainment and progress.
- prepare displays, prepare assemblies, organise and lead parents meetings as appropriate to promote understanding and development of own area.

### Leading, developing and enhancing the learning of Music to:

- Work with the Leader of Music in developing and delivering an exciting, cohesive and integrated curriculum that bridges the gap between Key Stages across the all-through school, eliminates transition regression
- monitor pupil standards and achievement against learning outcomes and school-based targets, identifying individual learning gaps. Plan and implement strategies where improvement needs are identified;
- maintain a positive learning environment throughout the curriculum area in line with whole school behaviour for learning policies.

**Leading, managing and developing Music by working with other teachers, peripatetic staff or organisations to:**

- provide relevant subject, curriculum or pupil performance information;
- work with the Leader of Music to critically monitor and evaluate the work of the subject area ensuring that information collected is used to identify precisely strengths and areas for development that will impact positively on pupil progress;
- Work with the Leader of music to evaluate the impact of all improvement activities on the quality of teaching and learning.

**Show commitment to a research led pedagogy which promotes and directs high standards of learning, teaching and pupil achievement and progression through:**

- promoting high standards of professional performance, modelling excellent teaching,
- identifying and securing own and team members training needs in line with school's appraisal processes;

**Assisting in building a collaborative learning culture within the school through:**

- developing and securing a positive and dynamic school ethos;
- leading by example and being an excellent role model for professional standards and integrity;
- working with colleagues across all phases to create a shared culture of learning within an inclusive all-through environment;
- ensuring both self and others achieve an appropriate work/life balance.

## Other Duties

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### Developing Self and Working with Others

*Show commitment to a research led pedagogy which promotes and directs high standards of learning, teaching and pupil achievement and progression through:*

- promoting high standards of professional performance, modelling excellent teaching, and supporting colleagues' professional development;
- identifying and securing own and team members training needs in line with school's appraisal processes; active engagement in and contribution to the Continuing Professional Development of all staff.
- attending training sessions and meetings as required;
- keeping up to date with developments and changes in legislation and guidance, and to seek, consider, and act upon professional support and advice as required.

### Strengthening Community

- to develop and promote the services of the school to meet the needs of the community;
- support and enable colleagues to flourish and develop in their roles, engendering a cohesive and cooperative approach to best support the ethos and values of the school;
- support and encourage the school's ethos, its objectives, policies and procedures.
- Support the planning and delivery of enrichment opportunities and afterschool clubs.

### Contribute to:

- ensuring regular and effective communication with parents, governors and other key stakeholders in supporting and improving pupils' achievement and personal development;
- developing the school's partnerships with parents, the local community, businesses, other organisations and schools, to enhance and enrich the school and its values to the wider community;
- building a school culture and curriculum that takes account of the richness and diversity of the school's communities;
- promoting the concept of lifelong learning and family engagement with learning through partnership.

### Safeguarding and Promoting the Welfare of Children

- to support the Senior Leadership team, to ensure a safe and supportive culture in the school;
- to support the Senior Leadership team, to ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.

*The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Executive Headteacher and Heads of Schools (Secondary and Primary). Please note that the post holder may be required*

*to work outside of normal school working hours for school events, meetings and emergencies. The job description will be reviewed annually in the light of those changing requirements and in consultation with the post holder and Executive Headteacher.*

#### **Data Protection**

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

#### **Equal Opportunities**

Actively support the School and Borough Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

#### **Health and Safety**

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

#### **Safeguarding**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Enhanced disclosure from the Disclosure & Barring Service is essential.

# Person Specification

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the essential criteria listed (bold text). Where the specification is assessed through the application form (see ticks below) shortlisted candidates will be selected entirely on the extent to which they meet this specification.

**A – assessed in application form    I – assessed at interview    R – assessed through references**

		A	I	R
<b>Qualifications &amp; Experience</b>	<b>1. Qualified Teacher status.</b>	✓		
	<b>2. Evidence of relevant and recent continuing professional development (CPD).</b>	✓	✓	
	<b>3. High level of experience in the use of ICT.</b>	✓	✓	
	<b>4. Knowledge of relevant developments and innovations in the use of music to enhance teaching and learning</b>	✓		
	5. Willingness to undertake further professional qualifications.			
<b>Knowledge &amp; Skills</b>	<b>1. Proven successful teaching through the achievement of excellent pupil progress.</b>	✓	✓	
	<b>2. Ability to contribute to professional leadership and management of a staff team to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students across the school.</b>	✓	✓	✓
	<b>3. Able to analyse data to monitor progress towards challenging targets.</b>		✓	
	<b>4. Knowledge of current educational issues beyond current school.</b>	✓	✓	
	5. Experience of the use of quality first teaching to ensure the effective inclusion of all pupils in a mixed ability setting.	✓	✓	
	6. Experience of using coaching and/or mentoring to improve the performance of others.	✓	✓	
<b>Personal Qualities</b>	<b>1. Able to show initiative and prioritise one's own work and that of others even when under pressure.</b>	✓	✓	
	<b>2. Punctual and conscientious</b> ( <i>assessed through references</i> ).			✓
	<b>3. Able to follow direction and work in collaboration with Executive Headteacher and Heads of Schools.</b> ( <i>assessed through references</i> ).	✓	✓	
	<b>4. A commitment to the school's visions, values and ethos.</b>	✓		
	<b>5. Able to develop good personal relationships within a team; contributing to high staff morale through the enthusiasm, drive and determination to inspire others and achieve the highest standards.</b>	✓	✓	✓
	<b>6. A personable nature to build effective relationships with parents and all members of the school community.</b>	✓	✓	✓
	<b>7. Able to communicate effectively (written and verbal) to a variety of audiences.</b>	✓		
	<b>8. A positive, solution-focussed mindset and determined "no-excuses" approach to raising standards.</b>	✓	✓	
	<b>9. A lively, creative and good-humoured approach to all aspects of teaching and learning, management and leadership.</b>	✓	✓	
	<b>10. A commitment to the highest standards of child protection and safeguarding.</b>	✓	✓	
	<b>11. Recognition of the importance of personal responsibility for health and safety Standards.</b>	✓		

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name:

Sign:

Date:

