



# OAKLANDS SCHOOL

## JOB DESCRIPTION

### **Teacher in Charge of Music (0.8FTE)**

MPS/UPS + TLR 2a (Inner London Scale)

#### **A) General Role**

See “All teaching staff – JOB DESCRIPTION” on page 4-6.

#### **B) Specific Role**

##### **1. Responsible to:** Assistant Headteacher

The Teacher in Charge of Music will provide leadership within the department. The Teacher in Charge of Music will lead in the curriculum planning and delivery of Music at Key Stage 3 (and KS4 in the future development of the subject area)

##### **2. Job purpose**

- To coordinate the Music curriculum at all Key Stages to ensure that it is appropriate, fit for purpose and effective.
- To provide high quality teaching and learning, achievement and engagement of students in line with our school ethos.
- Be accountable for the attainment, progress and outcomes of students you teach. To help secure the success and on-going development of Music, ensuring high standards of learning and achievement for all students.
- Be responsible and accountable for achieving the highest possible standards in learning and achievement of all students taught ensuring equality of opportunity for all
- To build a culture of music enjoyment, participation and performance at Oaklands

##### **3. Duties**

The duties outlined in this job description are **in addition** to those of a main scale/upper scale teacher at Oaklands School and covered by the latest School Teachers' Pay and Conditions Document. It may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

#### **4. Teaching and learning**

- a. Ensure that the Music curriculum supports continuity and progression in Music for all learner groups, including those of high ability and those with special educational needs.
- b. Ensure that any additional teachers of Music are clear about the knowledge and skills which are to be taught and that these are effectively communicated to students.
- c. Monitor teaching and learning activities to ensure they meet student needs.
- d. Provide guidance on the choice of appropriate teaching and learning strategies to meet the needs of different students
- e. Be responsible for the preparation and development of innovative and stimulating teaching materials to support schemes of learning.
- f. Be knowledgeable about students' capabilities, prior learning to plan effectively for student progression.

#### **5. Curriculum**

- a. Coordinate the development of schemes of work and learning content for Music to ensure consistency in their use and development
- b. Adapt the Music curriculum to meet the specific needs of different cohorts of students and to ensure that it is in line with national initiatives
- c. Develop and maintain enrichment opportunities to enthuse, inspire and motivate students in order to raise aspirations and achievement within Music

#### **6. Transition**

Coordinate relevant activities / tasks (in Music) to support key stage transition e.g. assemblies, information for parents.

#### **7. Recording and assessment**

- a. Analyse and interpret relevant assessment data and use this to inform policies and practice.
- b. Ensure that Assessment Points are completed on time.
- c. Coordinate the development of appropriate assessments for Music, and to oversee their moderation and evaluation.

#### **8. Leadership**

- a. Manage and lead any changes which need to be made to the Music curriculum, including those which are necessary as a result of changes at national, local or school level.
- b. Identify resources which would support teaching and learning in Music and advise Line Manager of priorities for expenditure.
- c. Ensure that rewards are regularly given for Music students (including organisation of rewards for end of year prizes).
- d. To communicate with parents, where appropriate, about matters pertaining to the Music curriculum.

- e. To lead and manage the submission of exam entries, controlled assessment and any other necessary tasks
- f. To regularly communicate with peripatetic music teachers and instrumental students to organise lessons and ensure strong attendance, practice and participation

## **9. Managing Own Performance and Development**

- a. Prioritise and manage own time effectively
- b. Take responsibility for their own professional development



## **Job Description – Teacher**

**Post Held: Teacher In Charge of Music (0.8FTE)**

**Reporting To: Assistant Headteacher**

**Salary Scale: Main Pay Scale /Upper Pay Scale + TLR 2a (Inner London)**

### **Main purpose of the job:**

- The purpose of this role is to provide high quality teaching and learning, achievement and engagement of students in line with our school ethos.
- Be accountable for the attainment, progress and outcomes of students you teach. To help secure the success and on-going development of the School, ensuring high standards of learning and achievement for all students within a specific department.
- Be responsible and accountable for achieving the highest possible standards in learning and achievement of all students taught ensuring equality of opportunity for all.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
- Observe the professional duties and responsibilities of teachers outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012).
- Take responsibility for ensuring and promoting the safeguarding and welfare of children within the school.
- To help establish and maintain productive relationships with parents and carers and others who support the School in various capacities.
- To work with flexibility, resourcefulness and initiative, undertaking any duties necessary at the reasonable request of the Head Teacher.

### **Specific Responsibilities**

#### ***Teaching***

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of innovative and stimulating teaching materials to support schemes of learning.

- Be knowledgeable about students' capabilities, prior learning to plan effectively for student progression.
- Have a clear understanding of the needs of all pupils, including those with special educational needs; more able; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy and oracy.
- Make accurate and productive use of assessment to ensure student progress.
- Assess students' work accurately and regularly, providing students with regular feedback in accordance with the school's marking and assessment policy and ensure students respond to feedback when appropriate.
- Use relevant assessment data to monitor progress, set targets, and plan subsequent lessons.
- Set homework and plan other enrichment activities as appropriate to consolidate and extend the knowledge and understanding acquired in the classroom.
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school, or as developed as an outcome of your appraisal.
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012.

### ***Behaviour and Safety***

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect
- Have high expectations of behaviour and attitudes to learning, promoting self-regulation and independence.
- Manage classes effectively using praise, sanctions and rewards consistently and fairly in order to inspire, motivate and challenge students.
- Build and maintain excellent relationships with students, and be a positive role model, demonstrating consistently the positive attitudes, values and behaviour, which are expected of students.
- Carry out duties as directed.

### ***Team working and collaboration***

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including the pastoral care of students and assemblies.

- Contribute to the sharing of good practice across the school identifying opportunities for working with colleagues and sharing the development of effective practice with them.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the school's self-evaluation processes and procedures.

***Wider professional responsibilities***

- Work collaboratively with others to develop effective professional relationships.
- Communicate effectively with parents/carers with regard to students' achievements and well-being using school systems/processes as appropriate.
- Communicate and co-operate with relevant external bodies.
- Make a positive contribution to the wider life and ethos and development of the school including extra-curricular activities and the professional development of colleagues.
- To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the Headteacher.

May 2023