Watergrove Trust
Providing more

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Chief Executive: Mr M Moorhouse

Organisation:	Watergrove Trust
Academy:	Wardle Academy
Section:	Teacher of Music
Location:	Birch Road, Wardle, Rochdale, OL12 9RD
Job Title:	Teacher of Music
Scale:	MPS/UPS

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

RESPONSIBILITIES

The postholder must:

- Perform his/her duties in accordance with Equal Opportunities Policies.
- Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post.

PURPOSE AND OBJECTIVES OF THE ROLE

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate.
- Monitor and support the overall progress and development of students as a teacher/ Form Tutor
- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- Contribute to raising standards of student attainment and personal development.

Safeguarding

- Fulfill responsibilities and obligations in relation to safeguarding.

Financial

- Resources

Equipment/Materials

- To be responsible for the safe use of equipment/materials used by self, colleagues and students accountable to the post holder.

Health/Safety/Welfare

- Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust.

Training and Development

- The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with Watergrove Trust's Appraisal Framework.

Relationships (not exhaustive)

Headteacher	Senior Leadership Team	Teachers	Parents/Carers
Students	Associate Staff	Visitors	External Agencies

Values and Behaviours

The Wardle Way:

W - Well-being
A - Ambition
R - Respect
D - Diversity
L - Leadership
E - Empathy

Wardle Academy has high expectations of students and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

Teaching

- 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.

- Ensure a high quality learning experience for students which meets internal and external quality standards.

- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.

- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.

- Ensure that ICT, Literacy, Numeracy and Social, Moral, Spiritual and Cultural dimensions are reflected in the teaching/learning experience of students.

- Prepare and update subject materials.

- Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the curriculum.

- Maintain discipline in accordance with the Academy's procedures, and to encourage best practice with regard to punctuality, behaviour, standards and homework.

- Undertake assessment of students as requested by external examination bodies, departmental and Academy procedures.

Strategic and Operational Planning

- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.

- Contribute to the curriculum area improvement plan and implementation.

- Contribute to the whole Academy's planning activities.

Curriculum Provision and Development

- Assist the Head of area to ensure that the curriculum provides a range of teaching which complements the Academy's strategic objectives.

- Participate in the organisation of the experiences curriculum.

- Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the Academy's ethos and values.

Staffing

- Take part in the Academy's staff development programme by participating in arrangements for further training and professional development.

- Continue your own professional development in the relevant areas including subject knowledge and teaching methods.

- Engage actively in the appraisal review process.

- Ensure the effective/efficient deployment of classroom support.

- Work as a member of a designated team and to contribute positively to effective working relations within the Academy.

Quality Assurance

- Help to implement Academy quality procedures and to adhere to those.

- Contribute to the process of monitoring and evaluation of the curriculum area in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. Seek/implement modification and improvement where required.

- Review methods of teaching and schemes of learning.

- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.

Management Information

- Maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.

- Complete the relevant documentation to assist in the tracking of students.

- Track student progress and use information to inform curriculum implementation.

Communication and Liaison

- Communicate effectively with the parents/carers of students as appropriate.

- Where appropriate, communicate and cooperate with persons or bodies of external agencies.

- Follow agreed policies for communications in the Academy.

- Take part in liaison activities such as parent's/carer's evenings, reviews and liaison events with partners.

- Contribute to the development of effective links with external agencies.

Management of Resources

- Contribute to the process of the ordering and allocation of equipment and materials.

- Assist the Head of area to identify resource needs and to contribute to the efficient/effective use of physical resources.

- Cooperate with other staff to ensure sharing and effective usage of resources to the benefit of the Academy, department area and students.

Pastoral

- Be a Form Tutor to an assigned group of students.

- Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.

- Liaise with Progress Leaders to ensure the implementation of the Academy's pastoral system.

- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.

- Evaluate and monitor the progress of students and keep up-to-date student records as may be required.

- Contribute to the preparation of action plans, progress files and other reports.

- Alert the appropriate staff to issues experienced by students, take action and make recommendations as to how these may be resolved.

- Communicate as appropriate, with the parents/carers of students and with persons or bodies outside the Academy concerned with the welfare of individual students.

- Contribute to RESPECT and CEIAG according to Academy policy.

- Apply the behaviour for learning policy so that effective learning can take place.

SECONDARY DUTIES

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust.

2. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.

3. Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate.

4. To support and participate in teams working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder.

5. To undertake duties as part of the team rota - to act as a team member Be a positive, collaborative team member.

6. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

7. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

   a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.

   b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.

c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards anyone. The postholder should counteract such practice or behaviour by challenging or reporting it.

8. To attend and participate in meetings as required.

9. Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.

10. Support the Academy and the Trust in meeting our legal requirements for worship.

11. Actively promote the Academy and Watergrove Trust corporate policies.

Job Description Prepared by: _____ Date: _____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly as part of the appraisal cycle and may be subject to modification or amendment at any time after consultation with the post holder

Watergrove Trust Person Specification

Organisation :	**Watergrove Trust**		
Academy:	**Wardle Academy**	**Post:**	**Teacher of Music**
Section :	**Teaching**	**Grade:**	**MPS/UPS**

Note to Applicants:

Essential Criteria **(E)** are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The '*How Identified*' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

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Criteria	**Essential (E) or Desirable (D)**	**How Identified: AF Application Form I Interview C Certificate**
Qualifications		
Qualified Teacher Status	E	AF, C
Appropriate honours degree	E	AF, C
Other professional qualifications	D	AF, C
Knowledge, Ability & Experience		
The importance of safeguarding/child protection when working in a school setting	E	AF, I
Subject matter	E	AF, I
Teach subject to GCSE	E	AF, I
To teach an additional subject	D	AF, I
Intervention strategies designed to raise attainment levels	E	AF, I
Strategies designed to increase students' motivation to learn	E	AF, I
Communication and interpersonal skills	E	AF, I
Use of ICT both as a classroom resource and a management tool	E	AF, I
Establish an excellent classroom climate and discipline	E	AF, I

Identifiable record of raising standards of student attainment in your subject	E	AF, I
Plan lessons in line with relevant schemes of work and exam syllabuses	E	AF, I
Successful curriculum design and innovation leading to raised standards of achievement	D	AF, I
Personal qualities/skills		
Model excellence	E	AF, I
Communicate effectively with staff and students	E	AF, I
Teamwork and the sharing of best practice	E	AF, I
Enthusiasm and enjoyment of teaching	E	AF, I
Appropriate appearance and presence	E	AF, I
Take part in and lead co-curricular activities	E	AF, I
Sense of humour	E	AF, I
Values and Behaviours		
The Wardle Way: W - Well-being A - Ambition R - Respect D - Diversity L - Leadership E - Empathy Please confirm that you are willing to adhere to these values	E	AF, I
Special Working Conditions		
All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment	E	
You will be expected to work outside normal working hours to participate in duties. For example supporting at Open Evenings and other out of hours school events as and when required	E	