



## Job Description

The school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

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| <b>Post title:</b>     | <b>Music Teacher</b>                |
| <b>Hours of work:</b>  | <b>Part Time, 0.40 FTE</b>          |
| <b>Remuneration:</b>   | <b>Commensurate with experience</b> |
| <b>Responsible to:</b> | <b>Headteacher</b>                  |
| <b>Start Date:</b>     | <b>September 2024</b>               |

## Main Responsibilities

- To manage pupil learning through effective teaching in accordance with the Department's schemes of work and policies.
- To ensure continuity, progression and cohesiveness in all teaching.
- To use a variety of methods and approaches to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
- To work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
- To work effectively as a member of the Department team to improve the quality of teaching and learning, developing and sharing resources.
- To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
- To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.
- To take lead responsibility for a form group, including communication with the parents, monitoring progress, mentoring, report writing, planning and delivering appropriate and valuable form time activities and assemblies in line with the guidance given by the Pastoral Leader. Supporting the welfare of the students in school.
- Working with the Pastoral Leader and wider pastoral team to encourage good behaviour and a positive attitude from all students.
- To liaise with colleagues to ensure high standards in every lesson delivered.
- Part of this role will involve safeguarding responsibilities including the reporting of any safeguarding concerns to the Designated Safeguarding Team'
- Take a full role in leading and conducting ensembles, choirs and performances across the School.
- Accompany students on the piano for examinations, concerts and assemblies as required.
- Support the progress of all students studying Music by taking a role in departmental support and enrichment sessions.
- Assist with the development of partnership projects with local schools.
- Be the first point of contact for the Visiting Music Teachers.

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|  | <p><b>All employees at St Edwards are expected to undertake additional duties as assigned by the Head. Many instructional staff are also Form Tutors and candidates should note that there is an additional job description for this role.</b></p>  |
| <p><b>Monitoring, Assessment, Recording, Reporting, and Accountability</b></p> | <ul style="list-style-type: none"> <li>• To be immediately responsible for the processes of identification,</li> <li>• assessment, recording and reporting for the pupils in their charge.</li> <li>• To contribute towards the implementation of IEPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.</li> <li>• To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.</li> <li>• To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.</li> <li>• Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.</li> </ul>   |
| <p><b>Subject Knowledge &amp; Understanding</b></p>                            | <ul style="list-style-type: none"> <li>• To have a thorough and up-to-date knowledge and understanding of the programmes of study, level descriptors in use and specifications for examination courses.</li> <li>• To keep up to date with research and developments in pedagogy and the subject area.</li> </ul>   |
| <p><b>Professional Standards &amp; Development</b></p>                         | <ul style="list-style-type: none"> <li>• To be a role model to pupils through personal presentation and professional conduct.</li> <li>• To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.</li> <li>• To cover for absent colleagues as is reasonable, fair and equitable.</li> <li>• To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health &amp; Safety, and that of any other persons who may be affected by their acts or omissions at work.</li> <li>• To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety.</li> <li>• To establish effective working relationships with professional colleagues and associate staff.</li> <li>• To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.</li> <li>• To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.</li> <li>• To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.</li> <li>• To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.</li> <li>• To be aware of the role of the Governing Body of the School and to support it in performing its duties.</li> <li>• To train in basic first aid as required.</li> <li>• To be familiar with and implement the relevant requirements of the current SEN Code of Practice.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who:</li> <li>• have SEN; <ul style="list-style-type: none"> <li>○ are gifted and talented;</li> <li>○ are not yet fluent in English.</li> <li>○ To uphold the school's core values.</li> </ul> </li> </ul> |
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### Person Specification

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

|                        | Essential  | Desirable   | Method of assessment                       |
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| <b>Qualifications:</b> | <ul style="list-style-type: none"> <li>• NQT or QTS</li> <li>• A good first degree/ Bachelor's Degree in Music</li> </ul>  | <ul style="list-style-type: none"> <li>• Master's degree or doctorate in relevant subject.</li> <li>• Further subject-related qualifications.</li> </ul>                  | Production of the Applicant's certificates |
| <b>Experience:</b>     | <ul style="list-style-type: none"> <li>• Teaching up to A Level in a school environment.</li> <li>• Highly effective teaching across the Key Stages as shown through strong student progress.</li> <li>• Evidence of high pupil achievement from teaching and experience of dealing with young people preferably within an educational context.</li> <li>• Leading ensembles/choirs</li> <li>• Accompanying musicians</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of teaching from Year 7 to Upper Sixth including both GCSE and A Level</li> <li>• Working as a form tutor.</li> </ul> | CV<br>Interview<br>Professional references |
| <b>Skills:</b>         | <ul style="list-style-type: none"> <li>• Excellent leadership and interpersonal skills with excellent written and verbal communicator.</li> <li>• Competent user of ICT both in and beyond the classroom.</li> <li>• Build successful and appropriate relationships</li> </ul>   |   | CV<br>Interview<br>Professional references |

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|   | <p>with pupils, staff, parents, and the wider community.</p> <ul style="list-style-type: none"> <li>• Good keyboard skills to accompany musicians</li> <li>• Confident, commitment, and integrity.</li> <li>• Maintain confidentiality.</li> <li>•</li> </ul>   |  |   |
| <b>Knowledge:</b>                           | <ul style="list-style-type: none"> <li>• Educational development of pupils and how to encourage them to reach their potential.</li> <li>• Knowledge of programmes of study and assessments</li> <li>• Effective teaching and learning strategies.</li> <li>• Understanding of Health and Safety requirements</li> <li>• Understanding of the importance and implementation of safeguarding procedures.</li> </ul> | <ul style="list-style-type: none"> <li>• Recent professional development related to their subject area.</li> </ul> | <p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p> |
| <b>Personal competencies and qualities:</b> | <ul style="list-style-type: none"> <li>• Professional and efficient.</li> <li>• Honesty and reliability.</li> <li>• Hard working, motivational and inspirational.</li> </ul>  |  | <p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p> |