

## Job Description

<b>Post Title:</b>	<b>Teacher of Music</b>
<b>Salary Grade:</b>	<b>MPS/UPS</b>
<b>Responsible to:</b>	<b>Curriculum Leader, Music</b>

### General Description

#### Notes

- The above responsibilities are subject to the general duties and responsibilities contained in the current Statement and Conditions of Employment for Teachers.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not a comprehensive definition of the post. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the post-holder.
- Non-contact time allocations are subject to change

#### **School Context: all teachers at Horsforth School must be aware of and work within:**

- The school's aims, priorities and targets.
- The current professional standards for teachers
- The current legislation and school procedures on safeguarding
- The main strategies for improving learning and achievement for all students.
- The school's current QA, monitoring and accountability systems.
- The implications of the code of practice for students with SEND
- National statutory curriculum, assessment and reporting requirements.

### Summary of Key Tasks

#### I. Responsibilities / Key Tasks

- Teach to students in the age range 11-19 and carrying out associated tasks.
- Play an appropriate role in the pastoral structure of the school (e.g. as a Form Tutor).
- Provide and contribute to student assessments, reports and references.
- Contribute to the preparation and development of work schemes, resources, programmes of study, methods of teaching and assessment and pastoral arrangements.
- Prepare students for public examinations.
- Participate in arrangements for further training and professional development.
- Participate in meetings of staff.

- Communicate and consult with parents.
- Review methods of teaching and programmes of work.
- Maintain student discipline and safeguard students' health and safety.
- Cover for absent colleagues.
- Attend assemblies, register students' attendance and carry out supervisory duties allocated by the Head.
- Take part in the review and development of activities relating to the curriculum organisation and pastoral functions of the school and Department.
- Participate in the administrative tasks relating to other duties described above.
- Take part in the development and delivery of a high quality extra curricular performing arts programme.
- Take part in school productions.
- Carry out any other tasks with the Head and Curriculum Leader may reasonably require the post holder to do.

## **2. Aptitudes**

Ability to:

- Communicate effectively with staff, students and parents.
- Work to deadlines.
- Organise and develop effective systems.
- Relate well to young people.
- Engender trust and respect from students and colleagues.
- Prioritise and plan to ensure completion of tasks.
- Take initiative and work independently.
- Take responsibility for personnel CPD needs.
- Work well as part of a team.
- Evaluate achievements and deliver improvement.

## **3. Skills**

- Willingness to try new ideas in order to develop and share creativity across the department.
- Highly effective classroom practitioner.
- Good level of ICT competence.
- Time planning.
- Problem solving.

## **4. Characteristics**

- Excellent attendance record.
- Sense of humour.
- Committed to achieving success.
- Willingness to be flexible and work to meet the best interests of the school.
- Self motivated.
- Team worker.

## Person Specification:

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>How Identified</b>
QUALIFICATIONS	<ul style="list-style-type: none"> <li>▪ Qualified teacher status</li> </ul>	<ul style="list-style-type: none"> <li>▪ A good honours degree</li> </ul>	<ul style="list-style-type: none"> <li>Letter / Application Form</li> <li>Reference</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>▪ Success in teaching a relevant subject across the full ability range</li> <li>▪ Experience of the successful classroom management</li> <li>▪ The ability to teach KS3/4 and `A` Level</li> <li>▪ Up to date knowledge of all facets of the subject area and an awareness of future developments in Music.</li> <li>▪ The ability to develop imaginative schemes of work and activities with the Music Department</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of reporting to parents</li> <li>▪ Good ICT Skills</li> <li>▪ Experience of teaching GCSE / A Level Music</li> </ul>	<ul style="list-style-type: none"> <li>▪ Letter / Application Form</li> <li>▪ Reference</li> <li>▪ Interview</li> <li>▪ Classroom Observation</li> </ul>
KNOWLEDGE	<ul style="list-style-type: none"> <li>▪ A clear philosophy about the teaching of Music</li> <li>▪ Knowledge of a range of successful strategies for motivating pupils to commit themselves to learning within Music</li> <li>▪ Knowledge of the nature and purpose of a range of assessment strategies</li> <li>▪ Knowledge of the range of approaches required to engage pupils of differing attainment levels</li> </ul>	<ul style="list-style-type: none"> <li>▪ Persistence</li> <li>▪ Management of change</li> <li>▪ Prioritisation</li> <li>▪ Strategic Vision</li> </ul>	<ul style="list-style-type: none"> <li>▪ Letter / Application Form</li> <li>▪ Reference</li> <li>▪ Interview</li> </ul>
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>▪ Ability to work as a member of a team</li> <li>▪ Ability to work under pressure</li> <li>▪ Good inter-personal skills</li> <li>▪ Ability to motivate pupils</li> </ul>	<ul style="list-style-type: none"> <li>▪ Involvement in the formulation of whole school aims, policies and practices</li> </ul>	<ul style="list-style-type: none"> <li>▪ Letter / Application Form</li> <li>▪ Reference</li> </ul>
OTHER KEY QUALITIES	<ul style="list-style-type: none"> <li>▪ A love of the subject and an enthusiasm for teaching it</li> <li>▪ Creative and imaginative</li> <li>▪ Good record of attendance and punctuality. Good health</li> <li>▪ A commitment to promote positive behaviour management strategies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Good personal organisation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Letter</li> <li>▪ Reference</li> <li>▪ Interview Classroom Observation</li> </ul>

	<ul style="list-style-type: none"><li>▪ A commitment to learning – a genuine desire to continue learning oneself and a willingness to reflect upon and learn from experience</li><li>▪ Strong commitment to Extra Curricular activities</li></ul>		
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