

JOB DESCRIPTION

Post Title:	TEACHER – MUSIC
Purpose:	<ul style="list-style-type: none">• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated subject area as appropriate• To monitor and support the overall progress and development of students as a teacher/Form Tutor• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential• To contribute to raising standards of student attainment• To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth
Reporting to:	HEAD OF FACULTY
Responsible for:	The provision of a full learning experience and support for students.
Liaising with:	Principal/Leadership Team, teaching/support staff LA representatives, external agencies and parents.
Working Time:	195 days per year. Full time.
Salary/Grade:	MPS/UPS
MAIN DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none">• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area• To contribute to the Subject Department development plan and its implementation.• To plan and prepare courses and lessons• To contribute to the whole Academy's planning activities
Curriculum Provision:	To assist the Head of Faculty to ensure that the subject area provides a range of teaching which complements the Academy's objectives.
Curriculum Development:	To 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 Strategic Objectives.
Staff Development:	<ul style="list-style-type: none">• To take part in the Academy's staff development programme by participating in arrangements for further training and professional development• To continue personal development in the relevant areas including subject knowledge and teaching methods• To engage actively in the Performance Management process
Deployment of Staff	<ul style="list-style-type: none">• To ensure the effective/efficient deployment of classroom support• To work as a member of a designated team and to contribute positively to effective working relations within the Academy
Quality Assurance:	<ul style="list-style-type: none">• To help to implement Academy quality procedures and to adhere to those• To contribute to the process of monitoring and evaluation of the subject area in line

with agreed Academy procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required

- To review from time to time methods of teaching and programmes of work
- To 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:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc
- To complete the relevant documentation to assist in the tracking of students
- To track student progress and use information to inform teaching and learning
- To liaise with the Examinations Officer when necessary

Communications:

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the Academy
- To follow agreed policies for communications in the Academy

Liaison:

- To take part in liaison activities such as Open Days, Parents' Evenings
- To contribute to the development of effective subject links with external agencies

Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the Head of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the students

Pastoral System:

- To be a Form Tutor to an assigned group of students
- To promote the general progress and well-being of individual students and the Tutor Group as a whole
- To liaise with a Head of House as necessary
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of Action Plans and progress files and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the Behaviour Management systems so that effective learning can take place

Teaching:

- To teach students according to their educational needs, including the setting and marking of work carried out by the student in Academy and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, Literacy, Numeracy and Academy subject specialisms are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching
- To ensure a high-quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus

- To maintain discipline in accordance with the Academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of students as requested by external examination bodies, departmental and Academy procedures
- To mark, grade and give written/verbal and diagnostic feedback as required
- To apply the Rewards Systems to encourage and recognise student progress

Other Specific Duties:

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To run an extra-curricular activity
- To support the Academy in meeting its legal requirements for worship
- To promote actively the Academy's corporate policies
- To continue personal development as agreed
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate
- To adhere to the Academy's staff appearance code
- To undertake any other duty as specified by STPCD not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p>
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<p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p>
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<p>The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>

<p>Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>
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FACTOR	Person Specification Teacher MPS ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree Status (Subject Based) • Qualified Teacher Status (or QTS by virtue of holding QTLS) 	<ul style="list-style-type: none"> • Further relevant qualifications • Further training, including In-Service Training • First or 2:1
EXPERIENCE	<ul style="list-style-type: none"> • Secondary School teaching or teaching practice across the age and ability range • Experience of working in teams • Familiarity with and involvement with the National Curriculum, assessment, reporting and recording procedures across the age and ability range • Commitment to community and parental involvement • Experience in helping with extra-curricular activities 	<ul style="list-style-type: none"> • Innovative practices to encourage positive relationships within a range of settings. • Evidence of leading a teaching initiative • Experience of other work with children
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> • Evidence of subject knowledge • Commitment to the practice of individual target setting in order to raise achievement • Commitment to staff development • Excellent skills in the use of Microsoft Office, software and MIS packages • Ideas for implementing the school's vision • Commitment to anti-discriminatory practice • Excellent communication skills, both verbal and written • Efficient time management 	<ul style="list-style-type: none"> • Knowledge of issues related to teaching in a multi-ethnic environment • Experience of partnership working and dissemination of ideas / materials • Experience of report writing
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> • Ability to be flexible and adapt quickly to changing circumstances • Ability to report clearly and thoroughly on work completed • Commitment to parental involvement in education • Ability to motivate young people • Ability to plan efficiently • Effective classroom management 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to develop good relationships with students, colleagues and community members • Good interpersonal skills • Cultural awareness • Good listener • Good at influencing others • Strong drive, determination and enthusiasm to work effectively • Commitment to equal opportunities • Sense of humour • Good attendance record 	