

## TEACHER OF MUSIC JOB DESCRIPTION AND PERSON SPECIFICATION FORM

<b>Job Description</b> The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Summary of the role:</b>	The Teacher of Music delivers high quality Music teaching to pupils, predominantly in the Preparatory School (Reception, KS1 and Lower KS2), supporting Preparatory School Singing and Productions. There is potential to develop the role with both curricular teaching and extra-curricular delivery in the Senior School.
<b>Hours of work:</b>	Part-time (approximately 12 hours per fortnight)
<b>Salary:</b>	Main Pay Scale + School Allowance
<b>Functional relationships with:</b>	Head of Music Head of Preparatory School Music Leader Preparatory School Heads of Key Stages in Senior School Senior Leadership Team
<b>Reporting to:</b>	Head of Music
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.</li> <li>▪ Providing stimulating and effective class Music lessons for Reception, Key Stage 1 and Lower Key Stage 2 pupils.</li> <li>▪ Keeping up to date with current developments in content and delivery of the subject of Music.</li> <li>▪ Implementing strategies to continue the rise in academic achievement.</li> <li>▪ Developing teaching resources in Music, particularly with regard to differentiation for pupils of different abilities (G&amp;T, EAL and LDD), and the increased use of ICT.</li> <li>▪ Attending department meetings and liaising with other teachers within the department.</li> <li>▪ Implementing and updating schemes of work; liaising with the Head of Music and the Preparatory School Music Leader.</li> <li>▪ Making a full and dynamic contribution to the Music Department and its extra-curricular activities.</li> <li>▪ Supporting Reception and KS1 and Lower KS2 Production performances, including occasional evenings.</li> <li>▪ Leading curriculum Singing in Reception, KS1 and Lower KS2; supporting Singing in Chapel services for those year groups.</li> <li>▪ Assisting the Head of Music with musical items at various whole school events e.g. Speech Day.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Assisting the Head of Music with the auditioning of students for various events and music scholarships, including attendance on Entrance Exam Day.</li> </ul>
<p><b>Line management duties and responsibilities</b></p>	<p><b>Whole School</b> A classroom teacher’s professional duties are deemed to include the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Teaching</b> (having regard to the curriculum of the School)</li> <li>▪ Planning and preparing courses and lessons.</li> <li>▪ Teaching the pupils assigned to the teacher (according to their educational needs) and setting and marking work to be carried out by the pupils in school or elsewhere.</li> <li>▪ Assessing, recording and reporting on the development, progress and attainment of pupils.</li> <li>▪ Implementation of whole school academic policies.</li> </ul> <p><b>Other activities</b></p> <ul style="list-style-type: none"> <li>▪ Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to the teacher.</li> <li>▪ Making records of, and reports on, the personal and social needs of pupils.</li> <li>▪ Communicating and consulting with the parents of pupils.</li> <li>▪ Communicating and co-operating with persons or bodies outside the school; and</li> <li>▪ Participating in meetings arranged for any of the purposes described above.</li> </ul> <p><b>Assessments and reports</b></p> <ul style="list-style-type: none"> <li>▪ Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>▪ Participating in the arrangements for Professional Development.</li> </ul> <p><b>Review: further training and development</b></p> <ul style="list-style-type: none"> <li>▪ Reviewing methods of teaching and programmes of work.</li> <li>▪ Participating in arrangements for further training and professional development.</li> </ul> <p><b>Educational methods</b></p> <ul style="list-style-type: none"> <li>▪ Advising and co-operating with the Headmaster and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment, and pastoral arrangements.</li> </ul>

**Discipline, health and safety**

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised school activities elsewhere.

**Staff meetings**

- Participating in meetings at the School which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

**Covering for absent colleagues**

- Supervising and “so far as is practicable” teaching any pupils whose teacher is not available.

**Public examinations** (only applicable if teaching in the Senior School)

- Participating in arrangements for (i) preparing pupils for public examinations and (ii) assessing pupils for the purposes of such examinations.
- Recording and reporting such assessments.
- Participating in arrangements for pupils’ presentation for, and supervision during, such examinations.

This job description will be reviewed at least once each year. It may be subject to modification or amendment at any time after consultation with the holder of the post.

You may also be required to undertake such other comparable duties as the Headmaster requires from time to time.

## Teacher of Music Personal Specification

The Teacher of Music at The Peterborough School should be an excellent teacher, musician and team player. The role is suitable for an ECT. The following criteria may therefore be considered as a minimum requirement, and as a framework within which there is flexibility.

	Essential	Desirable	Identified
<b>Qualifications (at least one of the below is Essential)</b>			
Good Honours Degree in Music		✓	AR
Post Graduate Certificate in Education or Bachelor of Education		✓	AR
A high level of expertise as a performer on at least one musical instrument or voice.		✓	AR
<b>Experience</b>			
A proven track record of achieving excellent results in Music Education	✓		AIR
Experience of teaching pupils of all abilities at Reception, Key Stages 1 and 2		✓	AR
Experience of leading singing and / or group practical music sessions	✓		AIR
Experience of teaching pupils of all abilities at KS3 and above		✓	AIR
Experience as a Form Tutor		✓	A
<b>Knowledge and Skills</b>			
Detailed knowledge and understanding of the music curriculum in Reception, KS1 and Lower KS2	✓		AIR
Detailed knowledge and understanding of the music curriculum at KS3 and above		✓	AIR
Knowledge and understanding of teaching and learning styles	✓		AIR
Knowledge of how to make learning accessible and enjoyable for the most able and those with learning difficulties	✓		A
Excellent communication skills	✓		AIR
Excellent ICT skills	✓		AI
An ability to generate self confidence in pupils	✓		AI
An enthusiasm for music	✓		AI
<b>Personal competencies and qualities</b>			
A passion for education;	✓		AI
Excellent inter-personal skills	✓		AIR
Ability to manage time demands and ensure deadlines are met	✓		AR
Evidence of commitment to improving leadership skills through continuous professional development and training	✓		AR
A willingness to contribute to the School's ethos	✓		AIR
Can show enthusiasm, tenacity and resilience with the ability to work under pressure, while maintaining a sense of humour;	✓		AIR

The Peterborough School is an equal opportunities employer committed to providing a safe and protective environment for the education of children

A Society of Heads and Woodard School