

**HOLLAND HOUSE
JOB DESCRIPTION
PT Music Teacher**

Date of appointment: September 2019

The Role: The Music Teacher is responsible under the direction of the Headmistress for overseeing the development of the Music Curriculum across the school.

Reporting: The Music Teacher plans under the guidance of the Headmistress and Deputy Head Academic and reports on academic and pastoral issues to the Headmistress.

Areas of Responsibility and Key Tasks

Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Setting tasks which challenge pupils and ensure high levels of interest
- Setting appropriate and demanding expectations
- Identifying and meeting the needs of all pupils including the very able pupils
- Providing clear structures for lessons maintaining pace, motivation and challenge
- Ensuring effective teaching and best use of available time
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour and standards of work
- Using a variety of teaching methods to: match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
- To use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluating own teaching critically to improve effectiveness
- Ensuring the effective and efficient deployment of classroom support
- To encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively
- Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and talk as a vehicle for learning
- Provide pastoral support and advice for pupils. Helping pupils to develop socially and academically. To encourage their involvement in all areas of school life including extra-curricular activities
- Encourage children to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively.
- To make an active contribution to whole school events teaching music theory, aural skills and practical techniques to pupils
- Arranging recitals and concerts for pupils' families and friends
- Assist with school productions and concerts throughout the year
- Ensure the effective scheduling of peripatetic lessons and the recruitment of excellent instrument and singing teachers
- Ensure a wide range of high quality extra - curricular activities are available to children including ensembles, choirs and peripatetic lessons
- Provide high quality music support for assemblies
- Along with other members of the creative arts team organise and contribute to any concerts, displays and activities requested.
- Use effective questioning, listen carefully to children and pay attention to errors and misconceptions.
- Ensure children acquire and consolidate music knowledge, skills and understanding.

- Behave and dress in an appropriately professional manner and set a good example through personal presentation and personal and professional conduct;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- To contribute to the whole school's development activities
- In addition, carry out other duties as reasonably required by the Head

Monitoring and Assessment

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress
- Assess and record pupils' progress systematically and keep records
- Check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- To prepare and present informative reports to parents Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting clear targets, building on prior attainment
- Assessing, recording and reporting on the development, progress and attainment of pupils to inform future planning

Whole School

- To support the development of the ethos and values within the school
- To participate in performance management activities
- To attend and lead Assemblies when requested
- To attend School and Year group assemblies, staff meetings and pastoral meeting
- Safe-guarding health and safety at all times
- To offer an extra-curricular activity when required
- To cover other classes and/or duties as required

Professional development

- Participate in arrangements for the appraisal and review of their own performance, and, where appropriate, that of other teachers and support staff
- Participate in arrangements for their own further training and professional development, and, where appropriate, that of other teachers and support staff including induction
- To participate in INSET provided by the School during the period of employment
- To look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal
- To keep records of INSET attended

Communication

- Communicate with pupils, parents and carers
- To meet with the Headmistress as required

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school