

Job description – Subject Lead (Music)

Orion Education is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and where applicable, a prohibition from teaching check will be completed for all applicants. Orion Education is fully committed to equality and to valuing diversity as an employer and a provider of education.

Summary of the role:

To improve outcomes, transform lives and enable social mobility.

- To live the vision and values
- To lead subject area
- To be accountable for student progress and development throughout the subject area including meeting student achievement targets
- To ensure high standards of teaching and learning across the subject area through continuously, developing and enhancing the quality of teaching and learning
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students
- To ensure that all academy policies and procedures are implemented and applied consistently by all staff in the subject area
- To assist the Head of Faculty to effectively and efficiently manage and deploy teaching/support staff, financial and physical resources across the subject area.
- To share and support the academy's responsibility to provide and monitor opportunities for

	<p>personal and academic growth.</p> <ul style="list-style-type: none"> • To Oversee all peripatetic Music Teachers • To lead on school performances
Line Management responsibility for	Music Team Members and Technicians
Main duties and responsibilities:	<p>Teaching</p> <ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard-scale teacher. • To plan and prepare courses and lessons in line with academy policy. • To contribute to the whole academy's planning activities. • To assess, record and report on the attendance, progress, development, and attainment of students and to keep such records as required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To undertake a designated programme of teaching. • To ensure a high-quality learning experience for students that meets internal and external quality standards. • To prepare and update subject materials. • To ensure effective and efficient deployment of classroom support. • To use a variety of delivery methods that 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 regarding punctuality, behaviour, standards of work, and homework.

- To undertake assessment of students as requested by external examination bodies, subject area, and academy procedures.
- To mark, grade, and give written/verbal and diagnostic feedback as required.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the academy and elsewhere.
- To ensure that ICT, Literacy, Numeracy, PHSE and Work-Related Learning are reflected in the teaching/learning experience of students

Operational/Strategic Planning

- To lead on rigorous self-evaluation and review of subject area performance, recording outcomes with evidence in a focused, precise and evaluative manner in the Subject area self-evaluation form (SSEF) which will feed into the whole academy self-evaluation form (SEF)
- To lead on the development of appropriate syllabi, resources, schemes of work, marking and assessment policies and teaching and learning strategies, that are innovative, will motivate students to learn and raise achievement across the subject area
- To assist the Head of Faculty by contributing to the formulation of and subsequently the monitoring evaluation and review of the faculty improvement plan
- To use information from personal learning plans and assessment data to formulate a raising achievement plan for teachers across the subject area
- To assist the Head of Faculty to foster and oversee the application of Literacy and ICT in the subject area, including the development of materials
- To ensure that Health and Safety policies and practices, including risk assessments, throughout the subject area are in-line with national requirements and are updated where necessary
- To use the specialism materials available to develop a comprehensive assessment

methodology which tracks pupil progress and skill development in a scientific and enterprising manner

Curriculum

- To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum that has high expectations of achievement for all students
- To lead development of the subject and its delivery, reviewing it regularly in the light of academy and national policies, as well as the impact on achievement
- To be responsible for the selection of appropriate examination syllabi, ensuring coverage and providing the examination officer with accurate and appropriate information when requested.
- To be responsible for the development of Work-Related Learning (WRL) and literacy strategy through the subject area in line with academy policies
- To work with others to embed cross curricular Literacy across the academy, that is effective in raising standards

Staff Development: Recruitment/Deployment of Staff

- To assist the Head of Faculty to build an effective team of motivated teaching and support staff who share the academy vision of high achievement for all students
- To assist the Head of Faculty to induct, guide and support all staff in the subject areas, ensuring training needs are met, in liaison with the Assistant Principal with responsibility for professional learning
- To assist the Head of Faculty in the performance management of staff in the subject area, in line with the academy performance management policy
- To assist the Head of Faculty to monitor the efficient and effective deployment of the faculty's technicians/support staff and contribute to their performance management process
- To assist the Head of Faculty on all matters concerning recruitment and retention of staff, including participation in any interview process to ensure recruitment of high-quality personnel

- To assist the Head of Faculty in the day-to-day management of all teaching and support staff in the subject area and to act as a positive role model
- To make appropriate arrangements for classes when staff are absent
- To participate in the academy ITT and ECT training and induction programmes
- In liaison with the Assistant Principal responsible for Professional Learning, ensuring staff training needs are met

Quality Assurance

- To ensure that challenging targets for achievement are set, communicated to staff and students and that all staff work positively towards reaching them
- To work with the faculty team to monitor and evaluate the work of the subject areas, in line with agreed academy procedures, including evaluation against quality standards and performance criteria
- Accountable for ensuring rigorous and effective systems of self-evaluation and review are carried out in line with academy policy and that information collected through the process is used to make changes that will impact positively on student achievement

Management of Information

- To assist the Head of Faculty to ensure the input and maintenance of accurate student data and information as requested and in line with the academy assessment policy
- To make use of analysis and evaluate performance data provided in comparison with academy, local and national performance
- To ensure tutors regularly review personalised learning plans guided by the use of data
- To identify and take appropriate action on issues arising from evaluation of data, setting deadlines where necessary and reviewing progress on the action taken
- To assist the Head of Faculty to produce reports on student progress and attainment within the quality assurance cycle for the subject area

Communications

- To ensure all members of staff are familiar with the aims, objectives and policies of the academy and the subject area
- To ensure effective communication/consultation as appropriate with the parents/carers of students
- To attend meetings as appropriate
- To communicate with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external agencies as appropriate
- To assist the Head of Faculty to organise regular subject area meetings and to ensure that the interests of the subject area are represented at faculty meetings
- To assist the Head of Faculty in arranging details for internal and external examinations, ensuring clear communication to parents and students

Marketing and Liaison

- To contribute to the academy liaison and marketing activities
- To assist the Head of Faculty to lead development of effective subject links with partner schools and the community, attending where necessary events in partner schools
- To assist the Head of Faculty with the effective promotion of the subject at open days/evenings and other events

Management of Resources

- To assist the Head of Faculty to manage the available resources of space, staff, delegated budget and equipment effectively within the policies and procedures laid down by the academy
- To work with the Head of Faculty to ensure that the subject areas teaching

commitments are effectively and efficiently time-tabled and roomed

- To ensure the academy health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and are updated where necessary

Pastoral System

- To contribute to PHSE, Citizenship and Work-Related Learning programmes of study
- To liaise with the Head of Faculty to ensure that the academy pastoral system is implemented effectively
- To participate in assemblies
- To participate in afterhours activities with students
- To communicate as appropriate, with the parents of students and with external agencies concerned with the welfare of the individual students
- To contribute to and implement the academy policy on rewards and support taking responsibility for student behaviour
- To monitor student attendance and punctuality together with students' progress and performance in relation to targets set for each individual, ensuring follow-up procedures are adhered to and that appropriate action is taken where necessary
- To ensure the Behaviour Management system is implemented consistently in the subject area, so that effective learning can take place
- To liaise with the student support services manager where a student is causing concern, attending planning meetings where appropriate

Peripatetic Music Teacher

- To work with the Peri teachers on scheduling across the week ensuring rooming allocations
- To ensure opportunities for lessons are shared with all students
- To oversee PP allocation of lessons and arrange Purchase Orders to cover the lessons cost

- To ensure a broad range of lessons are on offer

School Performances

- To plan, oversee and lead on school performances
- Oversee the school Performance Budget
- Ensure relevant licenses are arranged
- Liaise with PTA to support events

Vision and Values

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To support and attend academy events such as Open Evening
- To promote actively the academy's corporate policies
- To adhere to the Trust Dress Code
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's

	<p>Safeguarding/Child Protection policies</p> <ul style="list-style-type: none">• To be aware of and comply with all academy and Trust policies and procedures, particularly those relating to conduct, child protection (as above), health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
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Person Specification

Area	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Application Certification Interview References
Qualifications	<ul style="list-style-type: none"> • DfE recognised Qualified Teacher Status • Graduate in relevant subject 	<ul style="list-style-type: none"> • Relevant CPD 	Application Certification
Experience	<ul style="list-style-type: none"> • Successful teaching experience at secondary level • Strong teaching ability backed up by good and outstanding outcomes • Tailored teaching that challenges and supports students • Experience of writing lesson plans, developing resources and assessing students work 		Application Interview References

Area	Essential	Desirable	Method of assessment
Knowledge & Skills	<ul style="list-style-type: none"> • Understanding of theory and practice of effective teaching and learning • Knowledge of National Curriculum requirements at KS3, 4 & 5 • Understanding of the importance of having high expectations for all students, both of behaviour and academic achievement • High expectations which motivate and challenge students • Excellent subject knowledge • Understanding of how students learn • Highly tailored planning using scheme of work • Effective use of formative assessment • Behaviour management to support a disciplined and joyful culture • Understanding of inclusive provision and practices which offer equality of access to the curriculum for all students, including special educational needs, English as an additional language and high achievers • Understanding the importance of being a Tutor • Good level of ICT skills 	<ul style="list-style-type: none"> • Understanding of what makes an Orion Education academy different and successful • SEND theory and practice 	<p>Application</p> <p>Interview</p> <p>References</p>

Area	Essential	Desirable	Method of assessment
Character	<ul style="list-style-type: none"> • Strong moral purpose and drive for improvement • Values driven • Mission-aligned • Humble and kind • Motivated, enthusiastic and flexible • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to safeguarding • Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students • Commitment to the full life of the academy 	<ul style="list-style-type: none"> • Willingness to offer extra-curricular provision 	<p>Application</p> <p>Interview</p> <p>References</p>