

Job Description - Instrumental Teacher

Job purpose

- To implement and deliver a full and balanced instrumental teaching programme for your music specialism on a one to one, small group or whole class basis.
- To help develop new ideas and schemes of work
- To monitor and support the overall progress and development of students as an instrumental teacher.
- To lead extra-curricular ensembles.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual and ensemble performing potential.
- To contribute to raising standards of student attainment in music.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

Specific responsibilities

Operational/ Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, for the teaching of your music specialism in the Curriculum Area and Department.
- To contribute to the Curriculum Area and department's development plan and its implementation.
- To plan and prepare instrumental lessons.
- To contribute to the Music departments extra-curricular programme and help to lead ensembles.

Curriculum Provision:

- To assist the Heads of Department to ensure that the curriculum area provides a range of instrumental teaching which complements the music department's strategic objectives.

Curriculum Development:

- To assist in the process of extra-curricular development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.

Staffing

Staff Development:

- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance

- To help to implement school quality procedures and to adhere to those.

- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school 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 school.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for registers and lesson objectives 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.

Communications:

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

Marketing and Liaison:

- To take part in marketing and liaison activities such as Open Evenings, Review days and liaison events with partner schools.
- 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 Department 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 School, department and the students.

Pastoral System:

- To promote the general progress and well-being of individual students as whole.
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
- To evaluate and monitor the progress of students and keep up-to-date weekly student records within office 365
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school 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
- 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 school subject specialism(s) 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 school'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 school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required

Other Specific Duties :

- To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Person Specification

Category/item	Essential	Desirable
Willing to support the Catholic tradition and spiritual ethos of the academy	X	
Willing and able to contribute to and share in the corporate life of the academy	X	
Professional values and practice		
Is aware of the responsibilities of a teacher	X	
Have high expectations of all students and a commitment to raising their educational achievement	X	
Treats students consistently, with concern for development	X	
Demonstrates and promotes positive values, attitudes and behaviour	X	
Understands the contribution of support staff and other professionals	X	
Promotes equal opportunities	X	
Is committed to Continuing Professional Development	X	
Knowledge and understanding		
Has secure knowledge and understanding of own subject	X	
Knows and understands relevant National Curriculum Programmes of Study	X	
Is aware of pathways for progression through school, college and work-based settings	X	
Is aware of the requirements for Key Stage 2 and Key Stage 5 and Further/Higher education	X	
Effectively uses ICT for teaching and to support a wider professional role	X	
Understands the responsibilities under the SEN Code of Practice	X	
Knows a range of strategies to promote good behaviour and a purposeful learning environment	X	
Teaching		
Sets challenging teaching and learning objectives relevant to all students in their classes	X	
Uses these objectives to plan lessons and sequences of lessons showing how they will assess	X	
Takes account of and supports students' varying needs	X	
Selects and prepares resources and plans for their organisation	X	
Takes part in and contributes to teaching teams	X	
Organises and manages teaching and learning time effectively	X	
Organises and manages physical space, tools, materials, texts, resources safely and effectively	X	
Uses a range of monitoring and assessment strategies and uses this information to improve own planning and teaching	X	
Identifies and supports the more able, those failing to achieve potential and those with behavioural, emotional and social difficulties	X	
With help, identifies levels of attainment and supports EAL students	X	
Records progress and achievements systematically	X	

Uses records as the basis for reporting orally and in writing for parents, carers, other professionals and students	X	
Establishes a purposeful learning environment where diversity is valued and where students feel secure and confident	X	
Teaches clearly structured lessons which interest and motivate and promote active and independent learning	X	
Differentiates to meet students' needs, including more able, Pupil Premium and those with SEND	X	
Takes account of different interests, experiences, achievements of boys and girls, and students from different cultural and ethnic groups	X	
Other		
Willingness to support Residential Retreats/visits abroad		X
Willingness to organise and support extra-curricular activities		X
Application		
Clear and coherent completion of application form	X	
Supporting statement which addresses the job description and application requirements	X	
Effective verbal communication skills	X	
Supportive references	X	

The school 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.

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

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.