

Teacher of Music, Cambourne Village College: Responsibility for oversight of Instrumental Tuition

JOB DESCRIPTION

Salary

TLR 2C

Line of responsibility

The teacher is directly responsible to the Head of Music.

Job content

Strategic purpose

Classroom teaching:

The basic duties of a teacher are outlined in the latest School Teachers' Pay and Conditions Document. The post holder shall maintain a good understanding of whole College curriculum, assessment and pastoral policies. The post-holder will deliver music lessons to Key Stage 3 & 4 classes.

Responsibility for Oversight of Instrumental Tuition

The post-holder will oversee the provision of a high quality, wide-ranging and accessible offer of individual instrument lessons to the pupils of the school.

Core responsibilities

Teaching:

Core responsibilities

- Ensure high standards of teaching and learning for all students.
- Plan work in accordance with departmental schemes of work, planning for progression and designing effective learning sequences within lessons that develop understanding and skills.
- Add to planned schemes of learning and lessons which address the full range of learners' needs.
- Set appropriate and challenging work for all students, so that they are able to achieve their academic potential, setting work for absent students as required.
- Set and mark meaningful homework in accordance with the College's Homework Policy.
- Plan for the involvement of teaching assistants and other support staff to ensure targeted impact on the achievement of students on the Pupil Premium, EAL, SEN, Looked After Children and Inclusion registers.
- Maintain good discipline by following the College student disciplinary policies and procedures.
- Ensure punctuality and establish a purposeful working atmosphere during all learning activities.

- Maintain excellent classroom management with due regard to Health and Safety policies.
- Make full and appropriate use of the College's Information Technology systems.
- Design opportunities for learners to develop their literacy, numeracy, ICT and thinking and learning skills.
- Liaise with other key personnel within the College as necessary
- Use every opportunity to engage colleagues and parents in the learning of students, attending and participating in parent evenings, performances and open evenings
- Maintain an up-to-date understanding of the professional duties of teachers and the statutory framework within which they work.
- Maintain high standards of behaviour in the professional role and set a positive example in dress, punctuality and attendance.
- Play a role in the delivery of the College's extracurricular life.
- The teacher will be part of the school's appraisal scheme. S/he will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.
- Attend and contribute to staff meetings as required.

Responsibility for Oversight of Instrumental Tuition

- The post-holder will:
- Oversee the recruitment and appointment of high-quality peripatetic music teachers under the guidance of the Head of Music
- Oversee the accurate administration of the peripatetic teacher's pay and contracts
- Quality-assure and performance-manage the peripatetic teachers
- Oversee the writing and distribution of instrumental lesson reports in Term 3
- Promote the learning of individual instruments to the school pupils, increasing the proportion of participating pupils year-on-year, in accordance with the School Development Plan
- Ensure that the proportion of Disadvantaged pupils taking up instrumental lessons is at least equivalent to that of the non-disadvantaged
- Liaising with primary schools to promote instrumental lessons with pupils coming into Year 7
- Ensure a wide range of opportunities for pupils to perform in extra-curricular clubs, assemblies and concerts, raising the profile of instrumental learning in the school.

Assessment, recording and reporting:

- Maintain a good, up-to-date working knowledge and understanding of a range of teaching, learning and assessment strategies and know how to use them to personalise the learning of students.
- Keep appropriate records of students' work, using school IT systems as required.

- Mark and return work set, including homework, according to College and Department Assessment policy.
- Complete student reports in line with school policy. Attend parents' evenings as required and keep parents informed about their child's performance and future targets.

Pastoral work:

- Command high standards of student behaviour and conduct at all times and support the College in its application of related policies
- Report issues of concern to the appropriate senior staff
- Maintain an accurate register of attendance and do everything possible to encourage good attendance
- The teacher will be part of the College's appraisal scheme. S/he will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching. The College will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date

Conditions of employment:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the College's ethos and its objectives, policies and procedures as agreed by the governing body.
- The post holder should uphold the College's policy in respect of Child Protection and safeguarding matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.
- The post holder shall be subject to all relevant statutory requirements as detailed in the most recent School's Teachers' Pay and Conditions Document.
- Provision is made for planning, preparation and assessment (PPA) time, in accordance with the requirement for all teachers at a College with timetabled teaching commitments to hold a contractual entitlement to guaranteed PPA time within the timetabled teaching day.
- The amount of guaranteed PPA time will be set as a minimum of at least 10% of a teacher's timetabled teaching time.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All staff members are required to participate in the College's Performance Management scheme.