

Queenswood



PERSON SPECIFICATION
AND JOB DESCRIPTION



Teacher of Music



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

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. This role is considered as working with high level safeguarding responsibilities and access to children. Full safeguarding checks will be made on the successful applicant. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Job Title: Teacher of Music

Main Purpose of the job:

To foster a love of music

To be aware of and seek to fulfil the aims of the school.

To establish good working relationships with all staff (teaching, administrative and ancillary) and to liaise with them as necessary.

To establish good working relationships with pupils.

To be well disposed towards them and to praise and encourage them as much as possible.

Reporting to:

Director of Music

Reporting to the job holder:

N/A

MAIN RESPONSIBILITIES AND DUTIES

1. Planning and preparing courses and lessons.
2. Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
3. Assessing, recording and reporting on the attainment, progress and development of pupils.
4. Maintaining good order and discipline.

In each case having regard to the school's curriculum.

Other Activities

1. Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
2. Taking an interest in the personal and social needs of pupils, and communicating as appropriate with the Housemistress and Tutor.
3. Attending Parents' Meetings and seeing parents by appointment with the knowledge of the Deputy Principal.
4. Communicating and dealing with outside bodies in consultation with the Head of Department and the Senior Management Team.
5. Undertaking study and other supervision duties and co-curricular activities as appropriate
6. Participating in meetings for any of the purposes described above.

Assessments and Reports

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Review, Further Training and Development

1. Reviewing annually methods of teaching and programmes of work in consultation with the Head of Department.
2. Participating in arrangements for further training and professional development as a teacher.

Educational Methods

Advising and co-operating with the Head of Department and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

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.

Meetings and School Functions

1. 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
2. Attending all official school functions.

Absence/Cover

1. In the case of unavoidable absence, setting work for pupils as far as is practicable.
2. Supervising pupils as required.

Public Examinations

1. Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations;
2. Recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.

Boarding School Duties

Taking responsibilities, shared by the whole staff, to ensure the smooth running of a boarding school. These will include one or more of the following:-

- Tutor, House Tutor
- helping with clubs, societies or activities
- supervising study and supper by rota from 5.00 – 8.00 pm

- weekend duties by rota once a term
- supervising lunch duties
- providing escorts at the end of terms
- accompanying/organising activity weekend outings

Management

Taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Administration

Participating as required in administrative tasks related to the curricular, pastoral, boarding, organisational tasks described above.

Conclusion

A teacher should set high personal and professional standards at all times.

Other duties may be deemed appropriate to the role by the Principal.

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	Essential	Desirable
	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
Qualifications	- Good Honours Degree in Music	- QTS - Relevant music teaching qualification
Experience	- Experience in leading and participating in musical ensembles and performances - Experience in planning and delivering engaging and creative music lessons	- working with students of diploma performance standard - teaching KS3-KS5 - teaching Eduqas GCSE and/or A-level
Skills	- Excellent classroom management and teaching skills - Grade 8+ performance standard in a minimum of 1 instrument - ability to build good working relationships with both staff and students	- Ability to accompany on the piano - Ability to use technology effectively in music teaching and learning
Knowledge	- A thorough knowledge of the KS3 Music Curriculum and/or National Plan for Music - Minimum Grade 5 standard music theory	- knowledge of sequencing and notation software
Personal competencies and qualities	- Passion for music and a commitment to inspiring young people - Excellent communication and interpersonal skills - Enthusiastic and creative approach to teaching - Ability to motivate and engage students - Positive and supportive attitude - Strong organizational and time management skills - Flexibility and adaptability - Team player - Sense of humour	

November 2024