

Larmenier & Sacred Heart Catholic Primary School



JOB DESCRIPTION – Music Teacher and Department Lead (Teaching and Learning Responsibility Postholder, TLR 2A)

MAIN PURPOSE

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards
- Take specific responsibility and accountability for the day-to-day management and organisation of leading the Music Department
- Assist in the smooth running of the school at all times

DUTIES AND RESPONSIBILITIES

a) Teaching

To teach all pupils effectively and plan for their learning by:

- Setting high expectations which inspire, motivate and challenge pupils
- Planning and teaching well-structured lesson sequences to assigned classes, following the school's plans, curriculum and schemes of work
- Adapting teaching to respond to the strengths and needs of pupils
- Promoting good progress and outcomes by pupils
- Setting learning activities which enables pupils to consolidate their understanding and apply their knowledge and skills
- Providing effective feedback to reinforce learning and pre-empt or address misconceptions in order to move learning on
- Maintaining an inclusive and supportive learning environment where all pupils feel valued and respected
- Providing a well-organised classroom environment that supports learning, where resources can be accessed appropriately by all pupils
- Demonstrating good subject and curriculum knowledge
- Critically evaluating own teaching practice to improve effectiveness
- Demonstrate best practise in subject, using engaging strategies to boost classroom engagement
- Show knowledge of whole subject, including latest requirements and developments

b) Monitoring, Assessment and Reporting

- Assess how well learning objectives are being achieved in relation to expected learning outcomes
- Assess pupils' learning systematically and review progress within lessons and over time
- Make accurate and productive use of assessment to inform planning
- Report summative assessment outcomes termly as part of the school's assessment procedures
- Report to parents/carers on the development, progress and attainment of pupils by contributing to pupils' End of Year Reports.

c) Teaching and Learning Responsibility (TLR)

- Use professional skills and judgements to provide strategic and practical leadership in their TLR area
- Lead, manage and develop their TLR area and provide guidance for other teachers, including training, support and advice to improve school practices
- Improve standards within their TLR area across the school
- Review the curriculum as required, highlighting areas where teaching can be broadened and attainment improved, and providing data to the Headteacher or others as required
- Plan (alongside the Leadership Team, RE Lead and class teachers) and lead on the music provision for liturgical celebrations, Celebrations of the Word and musical performances / productions
- Lead, coordinate and participate in music enrichment and extra-opportunities, including managing peripatetic music provision and the school choir and orchestra
- Provide strategic subject leadership, showing up-to-date knowledge of sector trends and developments

d) Health, Safety and Discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

e) Other Specific Responsibilities

- Ensure that the Catholic ethos and vision of the school underpins all elements of practice
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and the school's Safeguarding and Child Protection policy
- Communicate effectively with pupils and parents/carers
- Develop effective professional relationships with colleagues
- Lead, direct and supervise assigned support staff
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Participate in meetings which relate to the school's management, curriculum, administration or organisation
- Make a positive contribution to the wider life and ethos of the school
- Attend in assemblies, school masses and other religious observances and events as appropriate
- Support initiatives prioritised and led by school leaders at all levels
- Participate in the development review system for the appraisal of own performance, or that of other staff
- Take responsibility for own professional development and duties in relation to school policies and practices
- Work with others on curriculum and pupil development to secure coordinated outcomes
- Mentor, guide and support trainee teachers as required
- Undertake any other relevant tasks as required by the Headteacher according to the needs of the school

Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

This job description may be amended at any time in consultation with the postholder.