

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

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| <b>JOB TITLE</b>                  | Teacher of Music at KS 3, 4 and 5.   |
| <b>SALARY</b>                     | Between £28,000 and £32,000 depending on experience.   |
| <b>NATURE OF POST</b>             | Full-time from the 1 <sup>st</sup> of October (or the 1 <sup>st</sup> of January for a suitable candidate) |
| <b>IMMEDIATELY RESPONSIBLE TO</b> | Head of Music  |

### **JOB DESCRIPTION**

The key aim of this post is to sustain and improve the quality of training and education that is offered to the pupils who study at the Day School and Sixth Form, which is the leading specialist performing arts school in the UK.

### **PRINCIPLE RESPONSIBILITIES**

- To organise, and contribute to the teaching of the KS3 - KS5 syllabuses in Music, including for Edexcel GCSE and A Level examinations.
- To design and implement strategies to enhance the musical experience for students undertaking instrumental studies at all key stages, including regular performance, and sharing opportunities for students to showcase their work and progress.
- To supervise the use and care of the rooms and equipment assigned to Music classes, including adherence to relevant Health and Safety regulations.
- Additional responsibility with responsibility allowance may be available for suitable candidate.

### **GENERAL**

- Teach classes
- To maintain and monitor appropriate records of pupils' learning and achievements
- Design, develop and write suitable schemes of work for all Key Stages.
- To write reports, attend parents' meetings and respond to parents' enquiries.
- To devise and implement a rehearsal programme resulting in student productions that meet (and hopefully exceed) the expectations of this leading specialist school with a performing arts focus. This might result in spending additional time after school, on occasional Saturdays and in the half-term breaks.
- To rehearse students to be confident at auditions, or when performing, enabling them to achieve success, be it for an audition, examination or production
- To implement the School's agreed policies
- To maintain effective discipline through implementation of the School's agreed procedures.

- To take part in the School's Appraisal Programme.
- To attend meetings as appropriate
- To maintain liaison with classes' and individual pupils' Form Tutors.
- To take on the pastoral responsibilities of a Form Tutor
- To keep abreast of all exam specifications and to meet all deadlines

## **CURRICULUM**

- To teach agreed process and creative Music schemes to KS3 classes
- To teach and assess in regards to the Edexcel GCSE specification for KS4
- To teach and assess in regards to the Edexcel GCE specification for KS5
- To ensure that curricular records and assessments are kept and reports written
- To mark all work set in relation to the specified Edexcel mark schemes
- To mark KS3 in accordance with the ArtsEd mark scheme
- To differentiate according to need throughout teaching modules, and to ensure extension tasks are provided for gifted and talented students
- To contribute to the rehearsal and direction of year group choirs
- To ensure that health and safety issues are properly understood and procedures followed effectively and consistently
- To support the work of students in preparing for ABRSM and Trinity exams, working in collaboration with the peripatetic instrumental tutors

## **FINANCE AND RESOURCES**

- To provide a list of examination and school trips disbursements when required by the Finance Director

## **Additional Information**

- All staff must carry out their responsibilities with due regard to the Arts Educational Schools London Equal Opportunities policies.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are always adhered to.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- All staff must follow all policies and procedures and adhere to the staff code of conduct
- All staff are required to regularly undertake Safeguarding, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD.
- The above list is not exhaustive, and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post.
- All members of staff are required to be professional, co-operative, and flexible in line with the needs of the post and the school.
- All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post.
- ArtsEd is committed to the safety, wellbeing and safeguarding of all pupils and students and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS.

## **PERSON SPECIFICATION**

### Qualifications:

- QTS or equivalent is desirable but not essential

### Skills:

- Ability to design and implement interesting and creative schemes of work
- An efficient and effective teacher with evidence of first-class teaching skills
- Effective classroom/studio manager
- Ability to inspire pupils
- To be able to play the piano to at least a grade 6 standard

### Knowledge:

- A sound knowledge of examination syllabuses for GCSE, A Level and ABRSM
- A range of teaching pedagogy and strategies relevant to the teaching of the subject
- Familiarity with current best practice
- An excellent knowledge of compositional techniques
- A thorough understanding of music specific software packages, including Logic
- A good knowledge of assessment procedures relating to the specialist area

### Experience

- Relevant teaching experience
- Professional experience as a Musician/ MD would be desirable

### Personal

- The ability to inspire in pupils a love of the subject and the desire to reach the highest possible standards
- A commitment to the broad education of children
- The aptitude to work constructively with children across a wide range of age and ability
- The competence, stamina and professionalism necessary to discharge all professional duties effectively
- A willingness to allocate own time to rehearse productions with students
- Ability to provide first-class one-to-one support to students applying to study Music at a conservatoire or specialist institution
- Enthusiasm for the work in this specialist school
- The ability to work as part of a team
- Excellent communication skills
- Satisfactory DBS and Barred List

## **SALARY AND CONDITIONS**

The salient features of the conditions for this post are as follows:

- All offers of appointment are subject to ArtsEd receiving satisfactory references, and an enhanced DBS clearance.
- All posts are subject to reasonable adjustment under the Equality Act (2010).
- All appointments are subject to a probationary period of one year.

## **APPLICATIONS**

All applicants must provide:

- a) Equal Opportunities Monitoring Form (available to download from the school's website)
- b) A letter of application clearly outlining your suitability for the post based on the particular requirements outlined in the Job Description.
- c) A completed application form via TES

Application must be received by 9.00am on Monday 21<sup>st</sup> September.

Interviews will take place on Friday the 25<sup>th</sup> of September.