Chetham's
School of Music

**JOB DESCRIPTION:**

**Teacher of MUSIC**

**Responsibilities delegated by: Head of MUSIC**

## General Responsibilities

1. to understand and implement the School's aims and objectives, acknowledging the ethos of a specialist music school which is also a boarding school.

2. to assume, alongside all other staff, corporate responsibility for the safety, readiness to learn and respectful behaviour of students at all times whilst on School premises and on official out-of-school activities.

3. to undertake such duties, administrative tasks and responsibilities as may reasonably be directed by the, Head of Department, Academic Manager or Joint Principals.

## Main Duties

1. to plan, prepare and deliver lessons which follow agreed schemes of work.

2. to set prep according to the agreed prep timetable, to mark work regularly, to keep records up-to-date and to provide relevant feedback to students.

3. to assess and report on students' work and progress according to the School's formal and informal reporting procedures and schedules.

4. to fulfil, where relevant, external requirements for the preparation of students for public examinations eg moderation of coursework, assessment and recording of work, oral/aural testing of students supervision of examinations.

5. to manage the setting of internal examinations, and contribute to their supervision and marking.

6. to maintain subject expertise and keep subject awareness up-to-date, through whatever means are appropriate, such as continuing professional development. Sharing learning with your department and with the wider School.

7. to participate in the School's scheme of teacher monitoring, including the appraisal of departmental staff through the Professional Review system.

8. to participate in School INSET and the following meetings:-

- Departmental meetings
- Staff meetings
- Teachers' meetings
- Parent-Teacher meetings

9. to maintain high standards of student behaviour and good order in the classroom and around School, and to fully support the School Behaviour system built on restoration and improvement.

10. to maintain high personal and professional standards, both inside and outside the classroom, and promote these standards within your department.

11. to provide lesson cover for absent colleagues, as required by the Academic Manager.

12. to undertake general school supervisory duty, approximately two or three times a term

13. to attend School Assemblies each week and when the occur.

14. to attend school events such as Open Days, major concerts, Christmas concert and Founder's Day, and to be prepared to supervise students at these and other events, as circumstances necessitate.

15. to act as a personal tutor to a designated number of students, carrying out the related duties specified in the description of the rôle of the personal tutor.

**CHILD PROTECTION AND SAFEGUARDING CHILDREN**

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I becomes aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Head.

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee's Name: .....

Employee's Signature: .....

Date: .....

October 2023

**PERSON SPECIFICATION**

**TEACHER OF ACADEMIC MUSIC**

| | ESSENTIAL | DESIRABLE |
|---|---|---|
| **Education and Qualifications** | | |
| Educated to degree level in music | X | |
| Teaching qualification with QTS e.g. PGCE, Bed, PGDE | X | |
| **Experience** | | |
| Experience in teaching age range Y7-11 | | X |
| Experience in teaching age range Y12-13 | | X |
| Experience in working with young choirs | | X |
| **Knowledge, Skills and Abilities - Musical** | | |
| Excellent keyboard skills | X | |
| Excellent aural skills | X | |
| Working knowledge of Kodály method and/or Dalcroze Eurhythmics | | X |
| Proficient in using classroom technology | X | |
| Working knowledge of Sibelius music notation software | | X |
| Working knowledge of music technology | | X |

| | ESSENTIAL | DESIRABLE |
|---|---|---|
| **Knowledge, Skills and Abilities - General** | | |
| Ability to work as part of a large team | X | |
| Experience and knowledge of safeguarding, restorative approaches to discipline and mental health in young people | X | |
| Excellent communication skills with all stakeholders including children, colleagues, parents, guardians, carers and visitors. | X | |
| Good organisational and administrative skills. High standard of English language, as well as good written, IT and verbal communications skills | X | |
| Ability to handle sensitive information and maintain discretion on sensitive issue | X | |

NS Oct 2023