



Job Description for Teacher of Drama and Music

Job Grade: MPS / UPS

Responsible to: Head of Performing Arts

Introduction:

Our agreed Appraisal Policy will be used to review all teachers' performance throughout the year. This job description will be used as part of the Appraisal Review Process.

Job Purpose:

Under the reasonable direction of the Headteacher, the postholder will be expected to carry out the professional duties of a teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD) to secure the highest standards of learning and achievement for students within an atmosphere where students feel challenged, valued, safe and secure.

Key Processes

All teachers are expected to contribute to the following processes:

- Raising student achievement through high quality teaching and learning.
- Planning schemes of work/lessons and related homework activities.
- Rigorous assessment of student progress, target setting and record keeping.
- Reporting of student progress through regular audits.
- Celebrating student achievement.
- Intervention and support for students.
- Liaising with parents/carers.
- Liaising with peripatetic staff to support students where needed
- Safeguarding
- Health and Safety
- Upholding the school's values and implementing policies and procedures.
- Appraisal arrangements.
- Continuing Professional Development.

Key Areas of Responsibility

The postholder will, under the Headteacher's overall direction, be expected to contribute to the work of the School in a range of ways. It is Borden Grammar School's policy to review and redistribute specific responsibilities periodically. This job description should be read in conjunction with the Statutory Requirements contained in the current version of the School Teachers' Pay and Condition Document (STPCD).



Teacher of Drama and Music (MPS / UPS)

Key: The shortlisting/selection methods are shown in brackets next to the Person Specification headings. The following key explains how these will be tested:

AF	=	Application Form
LOA	=	Letter of Application
Int	=	Interview
Test	=	Teaching/other observed activity
D	=	Desirable – all other criteria are essential

Person Specification

Whilst the post may well suit a newly qualified teacher we are aware that some of the aspects of the person specification may well be more difficult for such an applicant to demonstrate. This should not put them off applying.

A. Educational Qualifications (AF, LOA, Int)

- Honours Degree in teaching subject (or related discipline).
- DfE recognised Qualified Teacher Status.
- Higher Degree/Further Professional Qualifications (D).

B. Professional Experience (AF, LOA, Int, Test)

- Ability to teach all student abilities across key stages 3 and 4
- Willingness to contribute to other subjects (D).
- Commitment to raising standards of student achievement.
- Experience of constructive collaboration with parents/carers.
- Successful school-based training in secondary age range.
- Evidence of training and on-going professional development.

C. Professional Knowledge and Understanding (LOA, Int, Test)

The successful applicant will need to demonstrate knowledge and understanding of:

- Effective practice and approaches to teaching, learning and assessment.
- Current educational trends and developments in teaching subject/wider School matters.
- Effective use of ICT in teaching.
- Strategies for motivating and inspiring students, and managing student behaviour.
- Understanding of the importance of Continuing Professional Development and its role in improving classroom practice.
- Safeguarding.
- Health and safety.
- Pastoral care.

D. Personal Qualities and Skills (AF, LOA, Int, Test)

Ideally, we are looking for someone who:

- Has a passion for teaching, a love of subject, and believes every student can succeed
- Can motivate, enthuse and inspire students through your ability to teach with imagination, vision, creativity and originality
- Can work as part of a team, and is prepared to share and pool their ideas
- Is sympathetic to the pastoral needs of pupils
- Is co-operative, flexible, responsible and committed to high standards
- Is able to contribute to the staff community/broader life of the school
- Is committed to improving and enlivening the environment of the classroom and school; is prepared to contribute to the subject/school extra-curricular programme
- Demonstrates excellent communication and interpersonal skills
- Can be an outstanding ambassador for the school
- Shows desire and commitment to work for this school
- Pays attention to detail and accuracy in written/verbal communication
- Possesses excellent organisational skills and can meet deadlines under pressure
- Is patient, optimistic and has a sense of humour.

*The law requires this position to have an **enhanced** criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against the Disclosure and Barring Service. You will be provided with full information at each stage.*

Borden Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



JOB PROFILE: Subject Teacher Responsibilities (MPS / UPS)

Name:

Subject: Drama and Music

ACTIVITY	RESPONSIBILITIES
LINE MANAGEMENT	<ul style="list-style-type: none"> ● Responsible to their Line Manager (subject teacher role). Professional Tutor (ITT) during induction period (if appropriate) ● Responsible to the Head of Year (form tutor role).
CURRICULUM	<ul style="list-style-type: none"> ● Teach allocated classes and provide a well-planned, challenging and purposeful learning environment for students using appropriate teaching methods and resources. ● Mark and monitor students' class and homework providing constructive oral and written feedback; set targets for students' progress. ● Contribute/keep schemes of work. ● Contribute to enrichment activities which further the aims of the subject/school.
STUDENTS	<ul style="list-style-type: none"> ● Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline. ● Undertake student supervisory duties and cover for absent colleagues in line with School procedures. ● Operate school's rewards policy ● Undertake form tutor responsibilities
ASSESSMENT	<ul style="list-style-type: none"> ● Assess and record each student's progress, including through observation, questioning, testing and marking. Use assessment to inform interventions to ensure students make good progress. ● Ensure that students make expected/better than expected progress in comparison to similar students nationally, as shown by any relevant tests, assessments and examinations ● Understand and know how national, local and school data can be used to set clear targets for students' achievement. ● Contribute to subject monitoring of the assessment of students.
COMMUNICATION	<ul style="list-style-type: none"> ● Contribute to meetings and discussions about teaching methods, schemes of work and departmental policies. ● Keep line manager, Form Tutors and Heads of Year informed about the progress of students being taught. ● Attend calendar meetings as relevant ● Maintain familiarity with statutory assessment and reporting requirements. ● Prepare and present informative reports to parents and meet with them to discuss students' progress. ● Demonstrate high standards of professional conduct in all communication with students, staff and parents
STAFFING	<ul style="list-style-type: none"> ● Review own professional development/ identify training needs. ● Take part in the appraisal arrangements. ● Take part in lesson observations to share good practice.
BUDGETS/ RESOURCES	<ul style="list-style-type: none"> ● Within drama and music, help to: identify resource needs; develop and maintain departmental resources; keep subject areas tidy and have effective displays. Follow agreed safety procedures for the school/department.
OTHER SPECIFIED RESPONSIBILITIES	<ul style="list-style-type: none"> ● Participate in existing activities and plan new activities which promote the School's commitment to extracurricular activities, including enterprise. ● Contribute to school improvement planning and self-evaluation ● Comply with all Safeguarding guidance. ● Respond to any reasonable request made by senior staff to support the smooth running of the school.