



## **SHEERNESS WEST FEDERATION**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	MUSIC / DRAMA TEACHER
<b>REPORTING TO:</b>	HEAD OF SCHOOL
<b>GRADE:</b>	MPS/UPS
<b>HOURS/WEEKS:</b>	1.0 FTE
<b>SITE:</b>	ROSE STREET AND WEST MINSTER

### **JOB SUMMARY**

Achieving the highest possible standards of education for pupils in music and drama classes.

Establishing and exercising a clear leadership and management role in relation to music and drama.

To ensure the highest possible standards of education of the pupils for whom the teacher has class/group responsibility.

To ensure the appropriate levels of development for pupils within class group.

To assume continuity of policy and curriculum promoting equal opportunities for all.

## **MAIN DUTIES AND RESPONSIBILITIES**

1. The teacher will work in liaison, contact and co-operation with:
  - Other members of staff:
  - Organisations and networks relevant to the teacher's duties:
  - Parents, governors and the local community
2. To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interest, experience and existing knowledge of the pupils in the class. Ensuring all planning is up to date at all times.
3. To teach a class, or classes, sets, groups or individual pupils, and to set tasks to be undertaken both at school and elsewhere, having regard for the requirements for the national curriculum.
4. To mark and assess pupils' work, and to record their development, progress and attainment, both at school and elsewhere, having regard to the requirements of the national curriculum and to inform future planning and ensure differentiation.
5. To maintain good order, discipline and respect for other pupils to promote understanding of the school's rules and values to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning.
6. To build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
7. To provide or contribute to oral and written assessments, reports and references, at school relating to the development and learning of individual pupils and groups of pupils, having regard to the requirements of the national curriculum.
8. To evaluate and review own teaching methods, materials and schemes of work, and to make changes as appropriate. To participate fully in the Sheerness West Federation Performance Management arrangements.

9. The keep-up-to-date with current educational thinking and practice, both by study and by attending courses, workshops and meetings; and to participate in national or local arrangements for appraisal of staff performance.
10. To take part in the corporate life of the Sheerness West Federation by, for example, attending and preparing children for assemblies, registering the attendance of pupils and supervising pupils before and after school sessions.
11. To supervise, and so far, as practicable to teach, any pupils whose teacher is absent.
12. To take responsibility for co-ordinating and leading developments in music and drama in discussion with the Head of School and/or the Executive Head Teacher.
13. To organise class teaching so that it sets high standards for other members of staff.
14. To advise the Head of School/Executive Head Teacher on the requisition or purchase of books and other learning materials, and of relevant equipment, and on the allocation of these resources within the school.
15. To lead and participate in in-service workshops, meetings, sessions and activities with other members of staff.
16. To organise displays of children's work to show recognition and affirmation to the children themselves, and in this way provide stimulus and ideas for colleagues and information for parents.
17. To carry out periodic reviews of pupil and class performance in order to monitor progression in order to determine future priorities.
18. To work with other curriculum leaders to ensure that the area of responsibility is taught directly, and also implicitly and indirectly, whenever appropriate, across the whole curriculum of the Sheerness West Federation.

19. To work with other teachers to ensure that there is continuity across year groups.
20. To adhere to all Health and Safety Policies and ensure that a safe environment is provided for children, staff and parents and other stakeholders.

### **CONFIDENTIALITY:**

The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential.

### **GENERIC DUTIES:**

- To achieve high quality education outcomes for pupils and personal appraisal targets as agreed with your line manager.
- To undertake relevant training and development, including meetings, supervision, seminars and other events.
- At all times carrying out responsibilities and duties in accordance with all relevant legislation, codes of practice and the Sheerness West Federation policies and procedures.
- To undertake additional duties commensurate with the grade as directed by your line manager.

**PERSON SPECIFICATION**  
**MUSIC AND DRAMA TEACHER**

	<b>ESSENTIAL</b>	<b>DESIREABLE</b>
<b>QUALIFICATION</b>	<p>Recognised music and/or drama teaching qualification</p> <p>Qualified teaching status</p>	<p>Music and/or Drama diploma or other evidence of achievement within your field</p>
<b>EXPERIENCE</b>	<p>Teaching specific instrument and/or vocal skills to individuals or groups</p> <p>Recent experience of leading performance groups in an educational context</p>	<p>Team teaching in whole classes</p>
<b>KNOWLEDGE AND APTITUDE</b>	<p>Knowledge of a range of musical and/or drama cultures</p> <p>Ability to create a positive learning environment</p> <p>Ability to develop effective relationships with schools and other partners</p> <p>Ability to communicate effectively with children from a range of backgrounds</p> <p>Ability to work as part of a team</p> <p>Ability to reflect on own teaching methods and respond positively to new ideas</p>	
<b>EQUAL OPPORTUNITIES</b>	<p>Understanding of equal opportunities</p> <p>An understanding of, and commitment to, safeguarding and promoting the welfare of children and young people</p>	<p>Knowledge of local national and school policies for literacy, numeracy, behaviour management and ICT including virus controls and access to the Internet.</p> <p>Resources to help pupils to develop their literacy and numeracy skills.</p>