**JOB DESCRIPTION**

**POSITION: LEAD MUSIC TEACHER**

**Reports to:** Head of Faculty

The responsibilities of the Lead Music Teacher will include the following:

* To demonstrate a high standard of competence in teaching Music.
* Ability to teach Voice and Piano preferred.
* To plan and deliver a broad, balanced Music curriculum for students, in accordance with faculty schemes of work.
* To deliver quality first teaching in line with the School’s expectations and policies on teaching and learning to consistently teach engaging, high quality lessons.
* To work together with colleagues to ensure ongoing successful teaching and learning.
* To demonstrate a willingness to engage with ICT and to deploy this resource to enhance teaching and learning and assist colleagues to do likewise.
* To monitor and support the overall progress and development of students as a Teacher.
* To facilitate and encourage a learning experience which provides students with the opportunity to achieve their potential.
* To contribute to raising standards of student attainment.
* To share and support the School’s responsibility to provide and monitor opportunities for personal and academic growth.
* To teach across all key stages.
* To assess and adapt teaching to mixed ability classes.
* To ensure that teaching rooms constitute a well-ordered and educationally stimulating environment.
* Plan teaching in accordance with faculty schemes of work.
* Set expectations for students in relation to standards of achievement and the quality of learning and teaching.
* Teach to ensure knowledge is retained in long term memory of students.
* To maintain discipline in accordance with the School procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and prep.
* Be familiar with the SEND Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records.
* To monitor and support the mental health needs of students.
* Be a role model for students, inspiring them to be actively interested in your subject.
* Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in your curriculum area.
* Promote learning through co-curricular activities such as enrichment, educational trips and speaker visits.
* Undertake assessment of students as requested by external examination bodies, curriculum areas and School procedures.
* Set and mark examination papers and invigilating examinations as required.
* To adhere to School policies.
* Attend and participate in staff and Faculty meetings and take part in assemblies and scheduled co-curricular activities e.g. visits, clubs, matches, rehearsals, trips, exchanges, lectures, special events or performances as required.
* Engage with colleagues in realising faculty aims and objectives.
* Support the competitive Houses.
* Attend parents' meetings and major School functions.
* Contribute to the Saturday morning academic programme as directed by the Head of Faculty or Deputy Headmistress.
* Provide cover for absent colleagues when necessary.

**Staff Development**

* To continue personal development in the relevant areas including subject knowledge and teaching methods.
* To engage actively in the Performance Management process.
* Participate in whole School INSET programmes.
* To be a Form Tutor if required.
* To promote the general progress and well-being of individual students.
* To liaise with the relevant pastoral leaders.
* To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
* To alert the appropriate staff to problems experienced by students.
* Check that information required by various internal and external bodies is produced within the given time scale and is of excellent quality.
* Ensure that communications are responded to in a timely manner and agreed deadlines are met.

**Health and Safety**

* The post holder shall ensure that the duties of the post are undertaken with due regard to the School’s Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.
* Undertake all duties with due regard to the provisions of Health and Safety regulations and legislation, Data Protection/GDPR, Equal Opportunities policy and Use of ICT policy.
* Work within the School to ensure a safe working environment for staff, students and visitors.
* Register when present in School.

**Safeguarding**

* Comply with the School’s Safeguarding Policy to ensure the welfare of children and young persons.
* Be committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
* Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the School.

**Leadership: Vision and Values**

* Lead by example, providing inspiration and motivation.
* To ensure equal opportunities for all.
* To assist in the development of a culture and environment in which young people thrive and to drive innovation.
* To drive up educational standards, promote life-long learning and continually improve outcomes for all.

**Leading and Managing Others and Self**

* Take responsibility for the day-to-day management of designated staff/peripatetic staff.
* Develop and maintain a culture of high expectations for self and others.
* Regularly review own practice, set personal targets and take responsibility for own development.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.

**Additional requirements**

* To demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
* Undertake such other duties as are commensurate with the post and which may reasonably be required by the Head of Faculty and/or Headmistress.

**Personal Qualities**

* Commitment to the ethos of the School.
* Enthusiasm.
* Approachability.
* Professionalism and integrity.

**Personal Skills**

Able to:

* Motivate and inspire pupils of all levels.
* Work as part of the Faculty and the wider whole School staff team.
* Keep abreast of current developments in the teaching of Music.
* Have sound IT skills.
* Be a good administrator.

**Qualification Criteria**

* Well qualified graduate in relevant subject.
* Appropriate teaching qualification preferred.

**Interview**

The interview process for this post will include:

* An interview with the Headmistress and Director of Studies.
* Meet with the Head of Faculty.
* Meet other members of the Faculty.

**Lesson Observation**

Lessons at Cobham Hall are 1 hour long.  Candidates will be observed teaching and will be sent details of the class, topic, textbook, class size and any other appropriate information in advance.