

### **Job Description**

<b>Job Title</b>	Teacher (Individual Music Lessons)
<b>Responsible to</b>	Principal
<b>Reports to</b>	Individual Music Lessons Coordinator
<b>Job Purpose</b>	To carry out professional duties and to be responsible for an assigned list of students. To be responsible for the safety and welfare of the students. To promote the aims and objectives of the school and maintain its philosophy.
<b>Points of Responsibility</b>	Not Applicable

### **Main Responsibilities**

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to students' learning.
- To plan and prepare lessons in line with the school curriculum ensuring breadth and balance in the subject taught.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline for the students, safeguarding their health and safety in accordance with school policies.
- To organise and manage groups or individual students ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of students' learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of students' progress in accordance with school policies.
- To attend relevant staff meetings.
- To have read the school policy manual and the staff handbook



- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements when appropriate.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate e.g. Educational Psychologist.
- To continue professional development
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned
- To support the Principal in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.
- Attend INSET days
- Maintain an accurate record of lessons for billing purposes

Any review as part of a Performance Management Review will be done against this job description

**This job description is subject to review and amendment by the Principal in the light of changing needs of the school, to provide appropriate development opportunities and/or the addition of any other reasonable duties.**

Last Reviewed / Updated: 24<sup>th</sup> May 2018