Hillside Primary School

Job Title: **Music Instructor**

Job Purpose: **To take full professional responsibility for a class of children with proper regard for the ethos, values and policies of the school.**

Responsible to: **Headteacher and Music Leader**

Grade: **UQTS**

INTRODUCTION

The level description gives an overview of the level of competence required to carry out work at this level.
The next section of this job description gives examples of the types of work that may be carried out at this level. This list is not exhaustive but is intended to give a flavour of the required duties.

Main duties and responsibilities of the post:

Music

- To cover teacher planning, preparation and assessment time
    - Cover teachers release time
    - Teach Music curriculum in liaison with class teachers
    - In collaboration with the Music leader, plan and prepare the Music curriculum according to the National Curriculum and the needs, interests, experience and existing knowledge of the pupils.
    - Assess and record the development and progress of pupils.
    - Use Assessment for Learning to involve children in their learning and identify next steps.
    - Contribute to the review of policies and Risk Assessments relating to music.

Leadership

- Liaise with other agencies (e.g. Suffolk Music Service, independent providers) to enhance music experiences for learners.
- Organise visiting music teachers and musicians
- Allocate and account for the Music budget
- Action planning in collaboration with Music leader
- Establish a Music curriculum and plan in collaboration with the Music leader

- Maintain and organise resources required to teach Music well (including timetabling)
- Communicate and celebrate Music at Hillside (display, website, Twitter, letters)
- Accurately carry out administration duties such as completing session registers, consent forms, Risk Assessments and accident reports.
- Lead apprentices, work experience and students in supporting the Music curriculum, lunchtime clubs and extra-curricular music.
- Build and maintain professional, cooperative relationships with parents drawing attention to particular skills and talents as well as areas for improvement.
- Celebrate pupils' achievements
- Maintain effective learning environments including music displays.
- Liaise with colleagues as required.

Extra-Curricular Learning

- Provide and co-ordinate extra-curriculum music opportunities (e.g. choir, instrumental lessons)
- Ensure Hillside participate in local and county wide events (e.g. Snape)
- Co-ordinate music festivals and events to promote music at Hillside Primary; some of which would be evening and weekend events.
- To understand and implement the policies and procedures of Hillside Primary School as they relate to the quality of service to the Children. In particular the health and safety, equal opportunities and Safeguarding policy

Experience

- Working with children of primary age range (3-11)
- Create a caring environment that fosters positive attitudes to learning
- Model positive relationships and mutual respect
- Follow the school's Behaviour policy to reward and promote positive behaviours for learning consistently and fairly
- Collaborate with professional colleagues

Professional Development

- Evaluate the development needs of staff
- Programme and teach professional development sessions to improve the Quality of Teaching in music
  - to pro-actively review, develop and maintain your professional and subject knowledge (SEN, subject specific, for example)
  - to engage in continuous professional development, responding to the advice and feedback from colleagues
  - to know how and when to draw on professional advice and support
  - to take part in the process of Performance Management as agreed in the school policy

- to review this job description annually as part of Performance Management/Appraisal and implement any changes required for the education of children and the needs of the school
- to attend INSET as directed to address whole school or personal, professional development
- to use professional discussion in school with other teaching and support staff as a vital element of professional development

Health and Safety

- Follow all school policies and guidance involving Health and Safety.
- Follow the expectations of Section 7 of the Health and Safety at Work Act 1974:

a. Take reasonable care for your own health and safety
b. Take reasonable care of the health and safety of anyone who may be affected by your acts or omissions.
c. Co-operate with the Headteacher and Governors to enable legal obligations to be met.

- Report health and safety incidents according to school policy.

Associated Duties and Responsibilities

- make a positive contribution to the wider life and ethos of the school supporting curriculum links; extra-curricular activities and major Governor and Parent and Friends Association (PFA) events.

February 2016

Signed _____ (Headteacher)

Signed _____ (Music Instructor)

Requirement of the post

Attribute	Source of Evidence	Requirement
Qualifications		
Music teaching related qualification	A	KE1
Music teaching related qualification eg Level 4 certificate in music education (CME) or equivalent	A	KD1
Instrumental Qualifications to Grade 8 in a range of instruments	A	KD2
Experience		
Experience of planning and organising shows and performances.	A	KE2
Experience of arranging children's ensembles and/or orchestras	A	KD3
Experience of working with children in the primary age range	A, I, R	KE3
Experience of working with children in the primary age range in schools for at least two years	A	KD4
Experience of working effectively and collaboratively within a team	A, I, R	E
Knowledge		
Shows knowledge of current education issues and developments	A, I	D
Evidence of clear vision for developing music at Hillside Primary School	A, I	KE4
Strategies for sustaining school improvement and raising standards of achievement in Music	A, I	D
Clear understanding of responsibilities to safeguard children	R, I	E

A thorough knowledge of the specific requirements of the National Curriculum	A, I	E
Skills and abilities		
Ability to play a range of instruments including keyboard and guitar in order to accompany classes, groups, individuals.	A, I	KE5
A highly motivated and enthusiastic instructor who promotes positive relationships	A, I, R	E
A proven track record as a good, creative music teacher	A, I, R	KE6
Ability to communicate well and has strategies to engage parents in their child's learning.	A, I, R	E
Ability to relate well to children and share their interests and enthusiasms	A, I	E
Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care	R, I	E
A commitment and enthusiasm to promote learning for themselves and others	A, I	E
Keen to engage with the wider community	A, I	E

Key
E= Essential D=Desirable KE = Key desirable KD = Key Essential
A= Application Form, I = Interview, R= Reference