**Teacher of Music Job Description**

**The Post**

The Teacher of Music will be responsible for the delivery of the academic teaching of Music and help the Foundation Director of Music to provide a rich variety of opportunities in the Co-Curricular programme across the Merchant Taylors’ Schools, Crosby (MTS). They will be responsible to the Foundation Director of Music. The department is made up of two Teachers of Music, one based at Merchant Taylors’ Boys’ School and the other at Merchant Taylors’ Girls’ School and the Music Administrator. All members of staff within the department will report into the Foundation Director of Music.

**Specific Responsibilities**

The specific responsibilities of the Teacher of Music include the following. The list is not exhaustive and may change over time as new initiatives evolve.

**Teaching and Learning**

* Ensuring that every student receives the best teaching and learning experience whilst in the department.
* Designing, setting and managing homework, so that it is a valuable extension of class activities and helps students’ to develop independent learning skills.
* Ensuring formative and summative assessment is meaningful and work set by the department is marked accurately and returned promptly.
* Manage coursework and internal and external exam preparation as appropriate
* Ensuring reports are individualised and meaningful, providing a valuable form of communication.
* Contributing to students’ core skills of literacy, numeracy and IT capability; contributing to students’ spiritual, moral, social and cultural development.
* Promote a collegiate culture for teaching and learning where colleagues freely share their practice and help one another to improve
* Attend results days in School; analyse results and write an annual report for the Governors
* Maintain up to date SOWs and ensure students have excellent access to materials

**Operational**

* Helping to deliver the objectives of an annual development plan as agreed by the SLT and the Foundation Director of Music to reflect the School’s aims, strategic intent and department’s performance which helps improve the Department
* Working alongside the Foundation Director of Music to ensure the Department identifies and meets the different needs of the pupils, enabling every student to give the best account of themselves whilst studying in the department
* Assisting with the admission and induction of students into the school where appropriate.
* Encouraging high standards of work, drawing attention to achievement through classroom displays, exhibitions for Open Days, public performances, website info etc.
* Support the Foundation Director of Music to deliver a programme of co-curricular opportunities, trips and speakers which inspire a love for the subject and celebrate those students who contribute
* Encouraging interest in the subject and participation in appropriate activities.
* Liaise with parents on departmental matters, both verbally and in written reports
* Working alongside the Foundation Director of Music to draw up and seek approval for departmental policies as appropriate and monitor adherence to these policies
* Help to manage any non-teaching staff attached to the Department according to the School’s policies and procedures
* Liaise as appropriate with other departments e.g. the Library and the Exams Office
* Helping to manage the Department’s resources, displays and classroom effectively, in line with H&S guidelines

**Marketing**

* To be an ambassador for Merchant Taylors’ Schools; representing the Schools with professionalism, enthusiasm and loyalty at all times
* To understand and appreciate the ethos, aims and objectives of Merchant Taylors’ Schools, and be able to relate these to the wider community when required/asked
* To assist with Open Days and other events where applicable and as directed by line manager

**Essential Qualities/Attributes**

* Demonstrate a passion for, and expertise in, their subject and use that to inspire the students whom they teach. They should hold a good honours degree in a relevant subject and further relevant qualifications, if appropriate.
* To either, hold QTS and demonstrate a track record of success as a teacher
* Knowledge and experience of teaching at GCSE and A Level.
* Strong piano skills
* Someone with an awareness of, and a commitment to, the needs of young people in a school setting; someone who shares the School’s commitment to promoting the welfare of and safeguarding children
* An enthusiastic and talented teacher, able to motivate and inspire pupils to achieve the highest standards
* Someone who can build and maintain professional relationships, striking the right balance between formal and informal channels
* Someone with good time management skills, able to cope with the demands and life of a busy leading independent school
* An effective communicator
* Someone with good ICT skills and the ability to deal with the administrative routine
* Someone who can demonstrate a love of learning and who seeks to develop their professional practice

**Safeguarding Statement**

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the school’s Child Protection Officer or to the Head Teacher. The post holder must possess an enhanced DBS check.