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| **Pakeman Primary School**  **JOB DESCRIPTION** |

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| SCHOOL: PAKEMAN PRIMARY SCHOOLPOSITION: MUSIC TEACHER **GRADE:** **Mainscale**  **HOURS: PART TIME (2 DAYS PER WEEK)**  **RESPONSIBLE TO: HEADTEACHER** |
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This job description should be read alongside the range of duties of teachers set out in the annual School Teachers’ Pay and Conditions Document.

Members of staff should at all times work within the framework provided by the School’s Policy statements to fulfil the general aims and objectives of the School Improvement Plan.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

**PURPOSE OF THE POST**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school’s policies under the direction of the head teacher.

**MAIN DUTIES AND AREAS OF RESPONSIBILITY**

**Planning, Teaching and Class Management**

Teach allocated pupils by planning their teaching to achieve progression of learning through:

* Identifying clear teaching objectives and specifying how they will be taught and assessed;
* Setting tasks which challenge pupils and ensure high levels of interest;
* Setting appropriate and demanding expectations;
* Setting clear targets, building on prior attainment;
* Identifying SEN or very able pupils;
* Providing clear structures for lessons maintaining pace, motivation and challenge;
* Making effective use of assessment and ensure coverage of programmes of study;
* Ensuring effective teaching and best use of available time;
* Maintaining discipline in accordance with the school’s procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
* Using a variety of teaching methods to:

1. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
2. Use effective questioning, listen carefully to pupils, give
3. Attention to errors and misconceptions
4. Select appropriate learning resources and develop study skills through library, I.C.T. and other sources;

* Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
* Evaluating own teaching critically to improve effectiveness;
* Ensuring the effective and efficient deployment of classroom support
* Taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
* Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;
* Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;

**Monitoring, Assessment, Recording, Reporting**

* Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
* Mark and monitor pupils' work and set targets for progress;
* Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
* Undertake assessment of students as requested by examination bodies, departmental and school procedures;
* Prepare and present informative reports to parents.

**Curriculum Development**

* Have lead responsibility for a subject or aspect of the school’s work (music) and develop plans which identify clear targets and success criteria for its development and / or maintenance
* Contribute to the whole school’s planning activities

**Other Professional Requirements**

* Have a working knowledge of teachers' professional duties and legal liabilities;
* Operate at all times within the stated policies and practices of the school;
* Know subject(s) or specialism(s) to enable effective teaching;
* Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
* Endeavour to give every child the opportunity to reach their potential and meet high expectations;
* Take responsibility for safeguarding and promoting the welfare of children.
* Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
* Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
* Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools;
* Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
* Take responsibility for own professional development and duties in relation to school policies and practices;
* Liaise effectively with parents and governors.

## POLICY AND LEGAL FRAMEWORK

The teacher will work within the framework of:

* National legislation, including School Teachers Pay & Conditions;
* School policies and guidelines on the curriculum and school organisation;
* LA policies and guidelines, in particular those relating to curricular aims and principles, and to race and gender equality