



**TRINITY CATHOLIC HIGH SCHOOL**  
**(Science and Sports College)**  
**Chairman of Governors: Mrs M Bishop**  
**Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA**

**Teacher of Music**  
**Job Description**

- To be responsible for the safeguarding and promoting the welfare of children/young adults.
- Under the reasonable direction of the Headteacher carry out the professional duties of a school teacher as set out in the School Teachers Pay and Conditions Document.
- To teach across the age and ability range as necessary and as requested by the Head of Department.
- To participate fully in the curriculum development of the department, for example, updating existing units of work and developing new ones as requested by the Head of Department.
- To keep a detailed and accurate Teacher Planner in accordance with school policy and ensure that assessment records both written and on Department network registers are maintained up to date.
- To ensure that all policies and procedures as outlined in the school and departmental handbooks are adhered to and actively promoted.
- To ensure that all classes are taught according to school policy and that National Curriculum and examination syllabus regulations are carefully followed at all times.
- To attend regular department meetings and to liaise with the relevant staff to ensure that they are kept up to date with key issues.
- To participate in the programme of after school revision classes according to department requirements.
- To keep up to date with national developments related to the subject area.
- To ensure the effective, efficient deployment of classroom support.
- To monitor student attendance and progress and performance in relation to targets set for each individual ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To assist in the use of analysis and evaluation of performance data.
- To be responsible for the maintenance of subject displays in a designated classroom or area.
- To support the Head of Department in all matters of quality assurance.
- To liaise fully with staff and parents as necessary with respect to all aspects of their students' progress.
- To play a full part in the life of the school community to support its distinctive Catholic mission and ethos and to encourage staff and students to follow this example.
- To engage actively in the performance management review process.
- To act as a form tutor and carry out the duties associated with the role as outlined in the generic job description.
- To contribute to PRE, Citizenship, ICT as required.
- To assist in the implementation of the behaviour management system in the school so that effective learning takes place.
- To comply fully with the school's Health and Safety Policy.
- To undertake any reasonable task as directed by the Headmaster or Line Manager. (Cont')

**Additional responsibilities for staff with TLRs**

**KS3 Responsibilities**

- Lead on differentiating ALL resources (e.g. home-study tasks, Mid-year tests, EOY tests, classroom resources etc) across the whole of KS3.
- To co-ordinate the preparation of all test and mark schemes at KS3 and to ensure all assessment data at KS3 classes is recorded accurately.

- To attend KS3 teaching and learning meetings.
- To ensure marking, assessment techniques and record keeping for KS3 are carried out in accordance with the departmental/school policies and support the HOD in all matters of quality control including book/audio recording checks.
- To complete departmental data analysis for KS3 throughout the year.
- Lead on developing literacy across KS3 with a particular focus on reading and writing skills, cooperating with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.
- Find/create resources to develop singing skills across KS3 appropriate to the topics studied.
- To lead curriculum development with regards to singing at KS3, creating appropriate syllabuses, resources, marking policies, assessment and teaching strategies.
- To ensure First Class classrooms are accurate and contain up to date information concerning the curriculum area.

#### **Outside Connections**

- Strengthen links with our KS2 feeder schools – both in terms of curriculum resources and wider opportunities for our students.
- To monitor actively and respond to national, regional and local initiatives building effective links with outside partnerships.

#### **Extra-Curricular**

- Assist with all extra-curricular ensembles, concerts and outside events
- Share the responsibility of music in our school masses, both in terms of rehearsing students prior to mass and providing music during mass.
- To maintain the programming of instrumental lessons, liaising with Peripatetic staff, parents and staff.
- To coordinate the yearly ABRSM exams, liaising with Peripatetic staff, external bodies and students.

#### **General**

- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.
- To liaise with the Head of Department to ensure the delivery of an appropriate, comprehensive, high quality curriculum area which complements the school's overall objectives.
- To assist in the process of setting targets within the department and to work towards their achievement.
- intervention as required – in-particular at KS4
- To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
- To contribute to the school procedures for lesson observation.