



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

Head 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.