

<b>Role Title:</b>	<b>Teacher of Music</b>
<b>Location:</b>	<b>The Leys School</b>
<b>Responsible to:</b>	<b>Director of Music</b>
<p><b>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b></p>	
<p><b>Main purpose of the role</b></p> <p><b>The role</b></p> <ul style="list-style-type: none"> <li>• To inspire, motivate and enthuse young people in their music making.</li> <li>• To support and promote the performance of pupils in the department.</li> <li>• To teach classroom music as required, to a range of pupils from Years 7 – 13, within the agreed department schemes of work.</li> </ul>	
<p><b>Main duties and responsibilities</b></p> <ul style="list-style-type: none"> <li>• To assist with the teaching of music theory and composition</li> <li>• To play or sing as appropriate in music ensembles.</li> <li>• To direct ensembles as appropriate</li> <li>• To accompany pupils preparing for concerts and/or exams</li> <li>• To attend and contribute to department meetings and Parents Evenings</li> <li>• To make a significant contribution to the extra-curricular activities offered by the department.</li> <li>• To be involved in the tutor, pastoral and House system operated by the school</li> </ul>	
<p><b>Safeguarding responsibilities</b></p> <ul style="list-style-type: none"> <li>• To have read the School's Child Protection Policy and updates to this policy as required by the School.</li> <li>• To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.</li> <li>• To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.</li> <li>• A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).</li> <li>• A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).</li> </ul> <p>To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.</p>	
<p><b><u>General Tasks</u></b></p>	

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Director Pastoral Care, Headmaster/Bursar, or other senior member of SMT as appropriate.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

Signature:

Date:

**The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.**

# THE Leys

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Person Specification	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• An appropriate degree</li> </ul>		<ul style="list-style-type: none"> <li>• Production of the applicant's certificates</li> <li>• Discussion at interview</li> <li>• Independent verification of qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Classroom teaching experience</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent keyboard skills</li> <li>• Strong academic and practical music ability</li> <li>• Ability to work well independently and as part of a team.</li> <li>• Efficient, organised, flexible and adaptable</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to play the organ and sing</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent working knowledge of IT</li> </ul>	<ul style="list-style-type: none"> <li>• Good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>