

## HERON WAY PRIMARY SCHOOL

**Name:**

**Job Specification:**                **PPA Cover Teacher – Music Speciality**

**Responsibility:**                    **Music**

**Responsible to:**                    **The Headteacher**

Key Responsibility	Key Tasks
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Be responsible to the Headteacher for the educational care and development of a class of children and/or other groups to which you assigned.</li> <li>• Use appropriate teaching methods to enable all children to learn according to their age, aptitude, and ability as expressed in the school's guidelines.</li> <li>• Be aware of the needs of children and plan appropriate tasks to maintain a close match between the work offered and those needs.</li> <li>• Maintain adequate records about the children as required by the Local Authority and the Headteacher and the details of the work covered by them.</li> <li>• Review your own and the children's work as a regular strategy aimed at maintaining the standard and quality of work carried out under their control.</li> <li>• Maintain a positive, well-organised and stimulating environment.</li> <li>• Form links with colleagues to enable information to pass freely concerning the needs and abilities of individual children.</li> <li>• Form and maintain links with parents, particularly of children in your own group.</li> <li>• Compile records on children for both internal use and for wider publication to the County authorities and individual children's parents, as required by the Headteacher.</li> <li>• Treat as a professional confidence any information concerning individuals, gained in the course of working in the school.</li> <li>• Offer leadership in an area of the curriculum in order to contribute to the school's corporate efforts to achieve its stated aims.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• To be an effective classroom teacher and undertake those duties identified in the general job specification.</li> <li>• To have knowledge of and an ability to contribute to the provision of a broad, balanced, relevant and differentiated curriculum.</li> <li>• To have an experience of and a commitment to a collaborative style of school experience for children and staff.</li> </ul>

<b>Management Role for: Music</b>	<ul style="list-style-type: none"> <li>• To develop, implement and manage policy for a subject area, working closely with the Headteacher and staff.</li> <li>• To liaise with other staff to ensure continuity and progression between year groups and through the school.</li> <li>• To liaise with schools from other phases to ensure continuity.</li> <li>• To work with colleagues, lead discussion groups, and help and advise newly qualified teachers.</li> <li>• Prepare and manage the subject budget.</li> <li>• Run the school band</li> <li>• Maintain a high profile for their area of responsibility.</li> <li>• Ensure governors are informed of major developments.</li> <li>• Prepare and manage the curriculum development plan for the area of responsibility.</li> </ul>
<b>Resources for: Music</b>	<ul style="list-style-type: none"> <li>• Purchase, monitor and organise resources to meet requirements.</li> <li>• List resources to show what they are and where they are stored.</li> <li>• Monitor the use of resources.</li> <li>• Ensure that colleagues are made aware of new resources and their correct use.</li> <li>• Ensure that the resources are maintained in good condition.</li> </ul>
<b>Continuing Professional Development for: Music</b>	<ul style="list-style-type: none"> <li>• Attend appropriate courses and disseminate information.</li> <li>• Ascertain the professional development requirements of individual colleagues and those of the school.</li> <li>• Support colleagues in planning and reviewing.</li> </ul>
<b>Monitoring of: Music</b>	<p>To ensure continuity and progression:</p> <ul style="list-style-type: none"> <li>• Review medium term plans.</li> <li>• Review children's work.</li> <li>• Review assessment data.</li> <li>• Assist in target setting if appropriate.</li> </ul>
<b>Assessment of Music</b>	<ul style="list-style-type: none"> <li>• Ensure that appropriate assessments of pupil progress are made.</li> <li>• Ensure that appropriate records of achievement are maintained on all children.</li> </ul>
<b>Liaison for: Music</b>	<p>Liaise with:</p> <ul style="list-style-type: none"> <li>• Other co-ordinators on cross-curricular issues.</li> <li>• Governors.</li> <li>• Colleagues in other schools.</li> </ul>