



## **JOB DESCRIPTION**

### **LOWER SCHOOL COORDINATOR ACADEMIC MUSIC**

**Responsibilities delegated by: Head of Academic Music**

#### **General Responsibilities**

1. To understand and implement the School's aims and objectives, acknowledging the ethos of a specialist music school, which is also a boarding school.
2. Alongside all other staff, to assume corporate responsibility for the safety, readiness to learn, and respectful behaviour of students at all times whilst on School premises and on official out-of-school activities.
3. To undertake such duties, administrative tasks and responsibilities as may reasonably be directed by the Head of Department or Joint Principals.

#### **Main Duties**

1. The post-holder will be expected to teach all aspects of classroom music from Junior to Sixth-Form level, including choral work.
2. The post-holder will maintain the outstanding attainment and progress of students, at both GCSE and A Level.
3. To plan, prepare and deliver lessons, which follow agreed schemes of work.
4. To set prep according to the agreed prep timetable, to mark work regularly, to keep records up to date and to provide relevant feedback to students.
5. To assess and report on students' work and progress according to the School's formal and informal reporting procedures and schedules.
6. To fulfil, where relevant, external requirements for the preparation of students for public examinations, e.g. moderation of coursework, assessment and recording of work, oral/aural testing of students supervision of examinations.
7. To manage the setting of internal examinations and contribute to their supervision and marking.
8. To maintain subject expertise and keep subject awareness up to date, through whatever means are appropriate, such as continuing professional development and sharing learning with your department and with the wider School.
9. To participate in the School's scheme of teacher monitoring, including the appraisal of departmental staff through the professional Review system.

10. To participate in School INSET and the following meetings:
  - a. Departmental meetings
  - b. Staff meetings
  - c. Teachers' meetings
  - d. Parent-Teacher meetings
11. To maintain high standards of student behaviour and good order in the classroom and around School, and to fully support the School Behaviour system built on restoration and improvement.
12. To maintain high personal and professional standards, both inside and outside the classroom, and promote these standards within your department.
13. To provide lesson cover for absent colleagues as required.
14. To undertake school supervisory duty, approximately two or three times a term.
15. To attend School Assemblies each week and when they occur.
16. To attend school events such as Open Days, major concerts, Christmas concerts, and Founder's Day and be prepared to supervise students at these and other events as circumstances necessitate.
17. To act as a personal tutor to a small, designated number of students, carrying out the related duties specified in the description of the role of the personal tutor.

**In addition, the post-holder will:**

- ∞ take the lead in developing the Lower School Academic Music curriculum;
- ∞ take the lead in developing teaching and learning resources for Lower School Academic Music;
- ∞ have an overview of the progress in Academic Music of all Lower School pupils [including Manchester Cathedral choristers];
- ∞ liaise with Heads of Instrumental Departments regarding appropriate Aural and Theory support for Lower School pupils' instrumental studies;
- ∞ liaise with the Co-ordinator of Middle School Academic Music regarding the transition of pupils from Lower to Middle School;
- ∞ liaise with the Director of Choirs regarding Lower School choir performances in whole-school events (e.g. at Christmas Music);
- ∞ chair meetings of the Lower School working party;

**PERSON SPECIFICATION  
LOWER SCHOOL COORDINATOR, ACADEMIC MUSIC**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education and Qualifications</b>		
Educated to degree level in music	✓	
Possess teaching qualification with QTS	✓	
<b>Experience</b>		
You will have contributed to achieving outstanding results in GCSE and A-Level	✓	
Experience in teaching age range Y4-6	✓	
Experience in teaching age range Y7-11		✓
Experience in teaching age range Y12-13	✓	
Experience in working with young choirs	✓	
Experience in curriculum design		✓
Experience in leading/managing the work of other colleagues		✓
<b>Knowledge, Skills and Abilities – Musical</b>		
Excellent keyboard skills	✓	
Excellent aural skills	✓	
Working knowledge of Kodály method and/or Dalcroze Eurhythmics	✓	
Proficient in handling classroom technology	✓	
Working knowledge of Sibelius music notation software	✓	
Working knowledge of music technology		✓
<b>Knowledge, Skills and Abilities – General</b>		
You will be someone who never gives up on a student, seeking solutions and offering/obtaining support	✓	
You will be a positive and optimistic person, who is able to cope in challenging times	✓	
Ability to work as part of a large team	✓	
Excellent interpersonal skills	✓	
Motivated by student achievement	✓	
Keen to undertake CPD and keep up to date with current curriculum issues	✓	
Experience and knowledge of safeguarding, restorative approaches to discipline and mental health in young people	✓	
Excellent communication skills with all stakeholders including children, colleagues, parents, guardians, carers and visitors.	✓	
Good organisational and administrative skills. High standard of English language, as well as good written, IT and verbal communications skills	✓	
Ability to handle sensitive information and maintain discretion on sensitive issues	✓	



The post-holder's responsibility for promoting and safeguarding the welfare of the children and young people for whom they are responsible, or with whom they come into contact, will be to adhere to, and ensure compliance with, the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of the children in the School, they must report any concerns to the Designated Safeguarding Lead or one of the DSL's deputies.

## **CHILD PROTECTION AND SAFEGUARDING CHILDREN**

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy and related documents (available at [www.chethams.com](http://www.chethams.com)) at all times. If, in the course of carrying out the duties of the post, I becomes aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Head.

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read, understood and agree to abide by the above job description and person specification.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_