



Upton Priory School

Upton Priory School and Pre-School, Berwick Close, Macclesfield, Cheshire, SK10 3ED. Headteacher: Mrs E. Ransom
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MUSIC CLASS TEACHER JOB SPECIFICATION

RESPONSIBLE TO: Headteacher

RESPONSIBILITIES: Your responsibilities are those laid down in the current School teachers' Pay and Conditions document and include the following key elements:

TEACHING

1. To plan, prepare and teach courses and lessons in line with school and trust policy.
2. To teach, according to their educational needs, the children assigned to you, including the setting and marking of work to be carried out by them in school and elsewhere.
3. To assess, record and report on children's development, progress and attainment.

OTHER ACTIVITIES

4. To promote the general progress and well-being of children and provide guidance and advice
5. To make and keep up to date records of the personal and social needs of children
6. To communicate and consult with parents of children.
7. To communicate and co-operate with outside bodies
8. To participate in meetings arranged for any of the purposes described above
9. To support the school in delivering a programme of extra-curricular activities

ASSESSMENTS AND REPORTS

10. To provide or contribute to oral and written assessments, reports and references relating to individual children and groups of children including termly pupil progress meetings

APPRAISAL

11. To participate in the school's Performance Management Programme.





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REVIEW, INDUCTION, FURTHER TRAINING AND DEVELOPMENT

12. To review from time to time your methods of teaching and programmes of work

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Mrs. E. Ransom Headteacher www.uptonpriory.cheshire.sch.uk

13. To participate in arrangements for further training and professional development, including training intended to meet needs identified in appraisal objectives or in appraisal statements.

14. In the case of a newly qualified teacher, to participate in arrangements for your induction period.

15. To engage constructively with professional development

16. To evaluate your performance and be prepared to adapt and improve your practice in the light of feedback and professional development.

EDUCATIONAL METHODS

17. To advise and co-operate with the Headteacher and other colleagues on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

DISCIPLINE, HEALTH AND SAFETY

18. To maintain good order and discipline and safeguard and look out for the health and safety of all children, both on the school premises and when engaged in authorised school activities elsewhere.

19. In addition, to undertake such other duties as may be reasonably required of you from time to time by the Headteacher, or Deputy Headteacher, up to a level commensurate with the principal responsibilities of your job.

The School Teachers' Pay and Conditions Document from which these key responsibilities are taken is available for inspection at the school.