THINKING SCHOOLS ACADEMY TRUST

The Portsmouth Academy

Teaching and Learning Responsibilities

Job Description

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Level: **TLR2b**

Post title: **Curriculum Lead: Music**

1. Job Purpose and Key Accountabilities

Teachers receiving Teaching and Learning Responsibility payments provide professional leadership and management for their subject area and secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils. They are accountable for significant, specified responsibilities focused on teaching and learning, that is not required of all classroom teachers.

(a) All staff are ultimately responsible to the Principal.
(b) Line manager – member of the SLT

2. Generic Accountabilities (teachers)

2.1 You are to carry out the duties of an Academy teacher as set out in latest Pay and Conditions Document and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Principal.

2.2 All staff are expected to uphold the Academy's principles and policies which underpin good practice and the raising of standards.

2.3 Demonstrate a thorough and up-to-date knowledge of the teaching of your subject, develop the use of thinking tools through your subject and take account of wider curriculum developments which are relevant to your work.

2.4 Consistently and effectively plan lessons and sequences of lessons to meet pupils' individual learning needs.

2.5 Consistently and effectively use a range of appropriate strategies for teaching and classroom management.

2.6 Consistently and effectively use information about prior attainment to set well-grounded expectations for pupils and monitor progress to give clear and

constructive feedback.

2.7 Demonstrate that, as a result of your teaching, your pupils achieve well relative to the pupils' prior attainment.

2.8 Take responsibility for your professional development and use the outcomes to improve your teaching and pupils' learning.

2.9 Make an active contribution to the policies and aspirations of the Academy.

2b. All teachers accessing a TLR must meet the National Standards for teachers.

3. Management of information and pastoral duties:

3.1 To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS/4Matrix, registers etc.

3.2 To complete relevant documentation to assist in the tracking of students.

3.3 To track student progress and use information to inform teaching and learning.

3.4 To communicate effectively with the parents of students as appropriate, attend parents' evenings, Information Evenings.

3.5 To be a tutor in the extended learning programme if appropriate.

3.6 To promote the general progress and well-being of individual students.
Key competency : managing students

3.7 To liaise with appropriate leaders to ensure the implementation of the Academy's extended learning programme, where required.

3.8 To register students, accompany them to assemblies, encourage their full attendance and participation in other aspects of Academy life.

4. Post of Additional Accountabilities relating to the Teaching and Learning Responsibility.

All Curriculum Leads receiving a payment for Teaching and Learning Responsibilities must demonstrate knowledge and understanding of:

- The Academy's aims, priorities, targets and action plans that contribute to Academy improvement and effectiveness including the process of Academy self-evaluation and commitment to cognitive education.
- Processes and systems for quality assurance within the curriculum areas(s).
- Principles and practices in relation to managing learning and teaching, people, policy and planning, resources and finance.
- Principles and practices of effective leadership and management of change.
- The application of ICT to learning, teaching and management of the curriculum area(s).
- Principles of curriculum planning.
- Financial planning and resources planning.

Key accountabilities: *contribute to the whole Academy ethos*.

5. Impact on educational progress beyond your assigned pupils/students:

- Curriculum Leaders will be accountable for the standards of attainment and achievement for all students in their curriculum area. This will be set against Academy targets in terms of prior attainment, relative Academy performance and value added statistics.
- Curriculum Leaders should use data effectively to set targets for students' progress and intervene appropriately when it is clear there is student underachievement in the curriculum area.
- Develop and implement policies and practices for the curriculum area which reflect the Academy's commitment to high achievement.
- Monitor progress made in achieving subject plans and targets, evaluate their effectiveness.

Key Accountability – *progress and achievement*

Key Competencies – *holding people accountable*
managing pupil learning

6. Leading, developing and enhancing the teaching practice of others:

- Ensure curriculum coverage, continuity and progression in the curriculum area for all students, including AMA (Academically Most Able) students and those with specific or linguistic needs.
- Ensure that teachers are clear about learning objectives in lessons, understand the sequence of teaching and learning and communicate this to students.
- Provide guidance on appropriate teaching and learning strategies to meet the needs of all students.
- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement, and for using this information to recognise achievement and to assist students in setting targets for further improvement.
- Set expectations and targets for staff and students in relation to standards of student achievement and the quality of teaching; establish clear targets for the student achievement and evaluate progress and achievement in the curriculum area by all students.
- Evaluate the teaching of the subject in the Academy and use this to identify good practice and disseminate this, whilst also identifying areas for improvement and take action to improve further the quality of teaching and learning.
- Ensure students develop necessary thinking skills, facilitate independent learning, ensure awareness for the responsibility of citizenship, personal, social, moral and cultural development.
- Establish a partnership with parents providing them with appropriate feedback on their child's progress in your curriculum area.

Key Competency: *Passion for learning, challenge and support*

7. Accountability for leading, managing and developing your subject area:

- Help staff to achieve constructive working relationships with students and parents.
- Establish clear expectations and constructive working relationships among staff involved in your curriculum area, including team working and mutual support, devolving responsibilities and delegating tasks, as appropriate; evaluating practice, developing an acceptance of accountability.
- Monitor staff as required by the Academy's Performance Management policy and develop staffs' personal and professional effectiveness, training and development needs and mentor where appropriate NQTs, ITT, GT, teachfirst or School Direct students.
- Act as a role-model for professional standards and support through high quality professional development: coaching, mentoring and using external quality assurance.
- Liaise with SENCO and appropriate senior staff and governors regarding standards, behaviour, targets, plans and priorities for improvement for your curriculum area.

Key Competency: *Drive for improvement, developing potential*

8. Efficient and effective deployment of staff and resources.

- Manage resources effectively and efficiently to achieve value for money.
- Advise the Principal on the deployment of staff to ensure the best use of subject, technical and other expertise.
- Use accommodation to create effective and stimulating environment for teaching and learning of the curriculum area.
- Ensure that there is a safe working and learning environment in which risks are properly assessed.

9. Specific duties for Curriculum Lead: Music

- N/A