



JOB DESCRIPTION

Job Title:	Coordinator of Music
Accountable To:	Principal & Governing Body
Responsible To:	Team Leader - Creative and Performing Arts
Salary:	M1 – UP3 (plus TLR2 Outer London)

Accountable for:

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.

Responsibilities

Teaching and Learning

1. To be responsible for standards of teaching and learning within the curriculum areas.
2. To develop and maintain a rigorous system of monitoring, evaluating and improving the quality of teaching and learning within the curriculum areas.

Curriculum

1. To ensure that appropriate aims and objectives and schemes of work are fully developed and in place for all subjects within this area.
2. To develop and maintain a programme of activities which contributes to the enrichment programmes of the Academy.

Leadership and Management

1. To ensure that the professional understanding and practice of all staff within the area Team is promoted, particularly through the sharing of best practice within the Team.
2. To ensure that there is a regular formal programme of area team meetings.
3. To contribute personally to the improvement and development of the Academy beyond the area team, working collaboratively with fellow Team Leaders and Senior Staff.

Students and Parents

1. To ensure that the area team is fully aware of the progress students are making through an effective Assessment for Learning system and is able to support students in maintaining and/or accelerating the rate of progress.
2. To ensure that the area team provides appropriate academic care and guidance to students.
3. To develop within the area team a positive approach to behaviour management, ensuring that staff consistently apply the behaviour policy, including the use of rewards and sanctions.
4. To ensure that students' work is displayed attractively throughout the Academy.
5. To ensure that Parents are kept fully informed regarding their child's attainment and progress in line with the Academy's policies and procedures for reporting to Parents.
6. To promote, wherever feasibly, systems and actions that will assist Parents in contributing to their child's learning.

Partnership Working

1. To promote a culture of working with other area teams and external agencies to enrich the quality of the curriculum and learning experienced by the students.

Other Requirements

1. To carry out any other duties as may be reasonably required by the Principal.
2. To be aware of and adhere to all Academy policies and procedures.
3. To maintain confidentiality at all times.
4. To promote and safeguard the welfare of children and young people at the Academy.
5. To work in support of the Academy Improvement Plan.
6. To take time to read notices, keep to deadlines and carry out duties to the best of your ability.

The responsibilities defined in this job description are undertaken within the context of:

- Your responsibilities as a Teacher as defined in the Teacher Standards (England and Wales)
- The core and post-threshold standards as defined by the Secretary of State.