

Job Description

Specialist Teacher

Music (Primary School)

This generic job description covers all specialist teachers across the primary school and has been linked to the British School Teacher's Standards document.

Effective Date:	2026-27 (Revised Annually)
Line Leader:	Director of Music (Whole School)
Supervisory Responsibility:	N/A

Directed Time will include, but is not limited to the following;

Teaching Load *	Approximately 80% of timetable
School Day (Staff hours) *	7:15am - 2:15pm
Teaching Day (student hours)	7:30am - 2:00pm
ECA allocation *	20 hours per year minimum
Meetings *	As per the calendar and year group timetables
Parent Meetings *	As per the calendar and as needed for transition and support
INSET	7 days

***Subject to change and adaptation**

Directed Time

Teachers can be directed to work for a maximum of 1,265 hours per year, which includes teaching, planning, meetings, and other professional duties. This limit is designed to prevent excessive workload and ensure that teachers have manageable hours. Overall, directed time serves as a framework intended to protect teachers from excessive workloads while promoting a balanced approach to their professional duties. While the directed time sets a limit on hours that can be mandated, it does not restrict the total number of hours teachers may work.

For part-time teachers, directed hours are calculated proportionally based on their contracted hours.

Main Purpose of the Job

- To promote the ethos and the core values of the School.
- Be responsible for the learning and achievement of all students in the class/es ensuring equality of opportunity for all.

- To raise standards of student attainment and achievement within the primary curriculum area and to monitor and support student progress.
- Work collaboratively with members of your team to ensure consistency of practice in line with school policy and procedures.
- Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Take a shared responsibility for promoting and safeguarding the welfare of all students.
- To ensure that all British School Teacher Standards are met and adhered to at all times

Duties and Responsibilities

Teaching and Learning

- Music teaching will be across the primary school age range delivering both the curriculum instrumental programme and the core curriculum lessons as required.
- Promote opportunities within your subject(s) for creativity and first-hand experience, supporting school trips or residential trips where appropriate.
- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes of students' you teach.
- Be aware of students' capabilities, their prior knowledge and differentiate appropriately to build on these, demonstrating knowledge and understanding of how students learn.
- Have a clear understanding of the needs of all students, including those with special educational needs, more able, EAL, disabilities and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of and take responsibility for promoting high standards of numeracy and literacy including the correct use of spoken English (whatever your specialist subject).
- Use an appropriate range of lesson observations, assessment, monitoring and recording strategies as a basis for setting goals and learning objectives that stretch and challenge students of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment. Be accountable for the attainment progress and outcomes of students you teach.
- Make accurate and productive use of assessment to secure students' progress.
- Give students regular feedback, both orally and through accurate marking, (where appropriate) and encourage students to respond to the feedback, reflect on progress, and to take a responsible and conscientious attitude to their own work and study.
- Create a stimulating and attractive learning environment, changing displays on a regular basis to celebrate the learning and achievement of students.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired as appropriate.
- Participate in arrangements for examinations, assessments, parent consultation meetings and reporting to parents in accordance with school policy.
- To organise resources and equipment in an appropriate manner, ensuring children can access them and taking due care of health and safety considerations.
- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made to teaching time.
- Use innovative teaching methods which keep students engaged, including stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.

- Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Demonstrate consistent and effective use of a range of appropriate strategies for teaching and classroom management.

Planning and Setting

- Demonstrate consistent and effective planning of lessons and sequences of lessons to meet students' learning needs, identifying clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught.
- Demonstrate consistent and effective use of information and prior attainment to gain well-grounded expectations for students, set appropriate and demanding expectations for students' learning and motivation, with clear targets for students' learning, building on prior attainment.
- Identify students who have special educational needs, and know where to get help in order to give positive and targeted support.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to students' needs in order to inspire, motivate and challenge students.
- Build positive relationships with students in the year group, responding sensitively when dealing with children, ensuring any concerns are dealt with according to school policy.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviours, which are expected of students.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out supervision duties as directed by the Head of Schools.
- Be responsible for safeguarding the welfare of students, raising any concerns following school policy.
- Celebrate student achievement both in and out of school.

Team Working and Collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relates to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
- Ensure that colleagues working with you are appropriately involved in supporting and learning and understand the roles they are expected to fulfill.
- Take part as required in the monitoring review, development and management of the activities relating to the teaching/learning curriculum, organisation and pastoral functions of the school.
- Cover for absent colleagues where supply cover cannot be arranged.

Fulfill Wider Professional Responsibilities

- Work collaboratively with others to develop effective professional relationships.
- Uphold the Code of Professional Conduct, demonstrating integrity and confidentiality at all times when managing school matters.
- Deploy support staff effectively as appropriate.
- Communicate effectively with parents/carers with regard to students' achievements and well-being using school systems/processes as appropriate.
- Communicate and cooperate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school, contributing to newsletters, website, Google classroom, productions and community events, etc.
- Organise and lead an After School Activity for two terms each academic year.

Administration

- Register and monitor attendance on a daily basis.
- Supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks which may be reasonably expected and ensure smooth and effective running of a class e.g. collect reply slips, money, organise classroom routines etc.

Professional Development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on students' progress, attainment and wellbeing, refining your approaches where necessary, responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Proactively participate in the Appraisal process, maintaining evidence against targets set leading to an on-going professional portfolio of achievement.
- Be proactive in maintaining an understanding of current thinking, initiatives and developments in education, particularly in your specialist subject, leading to best practice.

Assessment and Evaluation

- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Demonstrate consistent and effective monitoring of students' work - providing clear and constructive oral and written feedback, setting targets for students' progress.
- Ensure students respond to the teacher's feedback.
- Regularly up-date the department's assessment tracking on our MIS system.
- Track and monitor individual students and make appropriate interventions to tackle underachievement of students' work.

Student Achievement

- Secure progress towards student targets in line with the school policy.
- Demonstrate that, as a result of your teaching, your students develop a growth mind-set, achieve well in relation to the students' prior attainment, making exceptional progress.

Pastoral Care

- Create and manage a caring, supportive, purposeful and stimulating environment which is conducive to students' learning.
- To be responsible for the supervision of the students at break and lunchtimes and carry out any other duties as agreed with the Director of Music.
- To implement the school Behaviour and Anti-Bullying Policies at all times throughout the school.
- To be familiar with the School's Child Protection Policy and to report concerns to the designated safeguarding lead.

Managing Own Performance

- Understand the need to take responsibility for your own professional development and to keep up to date with research and developments in teaching.
- Understand your professional responsibilities in relation to school policies and practices. Demonstrate responsibility for your professional development and use the outcomes to improve teaching and students' learning
- Set a good example for our students in your presentation and your personal conduct.
- Evaluate your own teaching critically and use this to improve your effectiveness.

Working with other staff

- Establish effective working relationships with professional colleagues including, where applicable, associate staff.

Managing Resources

- Select and make good use of textbooks, ICT, Google classroom and other learning resources which enable teaching objectives to be met.

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- Uphold the Code of Professional Conduct, demonstrating integrity and confidentiality at all times when managing school matters.
- Perform any reasonable duties as requested by the Heads of School or Principal.
- To regularly review and action outcomes from the DEI whole school development plan as appropriate to the department & context, supporting colleagues in achieving these goals

Note:

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

BSM is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are subject to satisfactory references and DBS/Police Safeguarding clearance.

Signature of Post Holder: _____ Date: _____