

# Job Description

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<b>Job Title:</b>	<b>Performing Arts Lead</b>
<b>Reporting To:</b>	Head Teacher
<b>Department:</b>	Education
<b>Scope:</b>	UK
<b>Working hours:</b>	Part- Time - permanent
<b>Checks:</b>	

*“The job holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding - Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to Children’s Social care and/or the Local Authority Designated officer.”*

## Working with us

Achieving more than you believed possible – that’s what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us

Since Cognita’s launch in 2004, we’ve built an international network of 64 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita’s international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

## Job summary

To actively support the policies and aims of the school whilst effectively teaching and encouraging pupils to develop both inside and outside the classroom.

## Key Responsibilities

### Teaching

- To lead music lessons and activities across the whole school.
- To lead and organise a music /choir club and contribute to a full and extensive extracurricular programme.
- Teaching pupils assigned to you to achieve the curriculum objectives consistent with the aptitude and abilities of the pupils, supervising and registering attendance.
- To assess pupils work, record and report on their development and attainment to ensure progress is tracked and pupil performance is maximised.
- To be a role model for pupils, inspiring them to be actively interested in music.
- To make an impact on the experience young people receive through music and the arts.
- Maintaining good order and discipline amongst pupils, safeguarding their health and safety both on school premises and during authorised school activities elsewhere.
- Planning and preparing courses and lessons to meet the learning needs of pupils in accordance with the objectives of Oxford House School. To attend assemblies and attending and leading after school clubs.
- To provide for the needs of all pupils taught, liaising with the SLT as applicable.
- Promoting the general progress/wellbeing of pupils, keeping records and reports on their development, attainment, personal and social needs.
- Providing guidance and advice to pupils on educational and social matters.
- Communicating and consulting with parents of pupils, participating in meetings arranged for any of the purposes described above.
- Establish a constructive working relationship with colleagues.
- Communicating and co-operating with persons or bodies outside the school.
- To report all health and safety requirements and to ensure all risk assessments are in place. To report all health and safety concerns to the principal.
- To adhere to all statutory requirements relating to Teacher duties, such as taking of the register.
- To create an inviting and stimulating teaching area within the learning environment by keeping the area tidy and creating stimulating displays of pupil work.
- To ensure that all pupil tracking and progress data is provided as required by the school.
- To ensure that thorough and comprehensive reports are completed in line with school guidelines.
- Carry out all duties assigned to the teacher.
- To maintain the school's standard of discipline in line with the school behaviour policy.
- To adhere to all policies and procedures set out by the school.
- To act in a professional manner at all times.
- To undertake certain staff supervisory duties as required.
- To undertake such other duties as may be reasonably delegated by the Head teacher.
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### Educational methods

- Reviewing and evaluating to maintain an up-to-date knowledge of available techniques, resources and developments with programmes of work. To review as necessary personal teaching methods to ensure own teaching is as effective and as stimulating as possible.
- Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of

- teaching and assessment of pastoral arrangements.
- Being aware of developments in ICT and how they may be integrated into your subject.

### **Administration**

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
- Participating in meetings which relate to the curriculum, the administration or organisation of the school, including pastoral arrangements.
- Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with teachers and staff from other schools within the Group.

### **Learning and Development**

- Participating in arrangements for your professional development.
- Participating in any arrangements that may be made for teacher appraisal.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes 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 role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officer or to the Headteacher.

## **Principal working relationships**

### **Internal**

- Head
- SLT
- All other staff

### **External**

- Parents

## **Person Specification**

### **All Teachers:**

- High standard of English, Maths and IT skills
- Knowledge of relevant Key Stages and National Curriculum requirements
- Theory and practice of providing effectively for the individual needs of all children

- An understanding of safeguarding procedures and child protection methods and responsibilities
- Good behavioural management skills
- Evidence of a commitment to good teaching practice
- Ability to form and maintain appropriate relationships and personal boundaries with children.
- Works well within and contributes to team development.
- Communicates effectively (both orally and in writing) to a variety of audiences.
- Understands and values the processes of planning as an aid to raising standards in teaching and learning.
- Evidence of participation in professional development or study.
- Evidence of being able to contribute to the achievement of strategic objectives.
- Ability to implement action plans to raise standards.
- Proven ability to manage, lead and motivate others and to work as a member of a team.
- Ability to generate innovative and creative solutions to complex problems.
- Capacity to work under pressure and meet tight deadlines.
- Experience of managing school roll and related financial resources to impact positively on school performance and individual pupil performance.

### Subject Lead

- Managing the development of the school curriculum, involving the Headteacher and Deputy Head.
- Promoting and co-ordinating communication between Year Groups.
- Collating, auditing and updating departmental documentation and policies as appropriate.
- Assessing purchasing decisions of materials and equipment against budgeted costs.
- Contributing towards the development and implementation of the school Development Plan.

### Remuneration

- Competitive Salary
- Contributory Pension Scheme
- Professional development

Signed ..... (Post holder)

Signed ..... (Head)

Date .....