



JOB DESCRIPTION

MUSIC SPECIALIST TEACHER – Part-time

JOB DESCRIPTION

Pre-Prep and Prep Schools
Nursery to Year 4

Responsible to: The Head of Pre-Prep and the Director of Music

Purpose of role: To teach music to classes of children from Nursery to Year 4 in the Pre-Prep and Prep schools.

To liaise with the Director of Music in the Prep School to ensure continuity of music teaching throughout the School.

To lead optional music groups and a Pre-Prep choir

To take a lead role in special concerts and plays, e.g. Harvest, Christmas, Leavers' Service.

To be able to offer additional hours for practice time for special events.

- ☐ To act as a teacher Nursery to Year 4 children. Lessons are expected to be of high quality, with focus on pupil learning and with emphasis on positive reinforcement.
- ☐ To ensure that all appropriate schemes of work are in place (liaising with Head of Pre-Prep and the Director of Music). Plan individual lessons appropriate to the needs of the pupils in the classes taught.
- ☐ To follow the guidance of Learning Support Specialist Teachers to ensure pupils with specific needs make best progress.
- ☐ To monitor, record and report on the children's progress in accordance with the policies of the School.
- ☐ To provide a stimulating working environment for pupils in the classroom.
- ☐ To maintain good order and discipline in the classroom and around the School by promoting the School's Values and Learning Qualities, as well as safeguarding health and safety.
- ☐ The person appointed must respect the position of trust and responsibility attached to the post and be aware of the sensitive and confidential nature of much of the information to which they have access.

- ☐ To liaise with the other relevant staff, the Head of Pre-Prep and Director of Music.
- ☐ To establish good working relationships with all staff (teaching, administrative and ancillary) and to liaise with them as necessary.
- ☐ To build and maintain co-operative relationships with parents and communicate with them on pupils' learning and progress.
- ☐ To be part of the weekly duty team. This includes breaks, lunch times, departure and evening.
- ☐ To work within the School policies and guidelines, particularly the Twyford School Code of Conduct and Teachers' Standards.
- ☐ To play a full part in the life of the School - including the extra-curricular activities programme.
- ☐ The post-holder's line managers are the Head of Pre-Prep and the Director of Music.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

