



# Teacher of Performing Arts Job Description & Person Specification

### **Job Description for Secondary Teacher of Performing Arts**

**Grade:** Emmaus Catholic MAC Teacher Pay Scales  
MPS – UPR

**Line Manager:** Head of Department

**Duty Hours:** 0.8 FTE / Maternity Cover

#### **GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

To work under the guidance and direction of the Head of Department

Key responsibilities of the post include:

- To contribute to the delivery of the teaching and learning in Performing Arts, together with the collective development of resources, schemes of work and lesson plans of the highest standard.
- To develop your teaching and learning of Performing Arts through personal development and training.
- To assess student progress and take appropriate action when such progress identified is below expected targets.
- To deliver challenging, purposeful, enjoyable, and appropriately differentiated lessons in the subject.
- To actively uphold and promote the Catholic Life of the school.
- To make an enthusiastic contribution to extra-curricular activities.
- To promote outstanding behaviour amongst students to create a purposeful learning environment in the classroom, assisting colleagues in the curriculum area to achieve this.
- To ensure that the specific needs and language requirements of all students are met.
- To support the purposeful use of ICT in this area to improve teaching and learning.
- To maintain progression and continuity in the subject area for students as they move up the school.
- To assist in the promotion of whole school and departmental policies and to follow the school's appraisal procedures and aims.

This role requires an outstanding and confident classroom practitioner of Performing Arts who is able to demonstrate the very highest standards of teaching.

#### **Job Purpose:**

- To ensure the delivery of outstanding subject lessons in all year groups
- Plan appropriately to meet the needs of all students, through adaptive teaching.
- To provide a nurturing classroom and MAC environment that helps students to develop as learners.
- To help to maintain the high expectations of discipline amongst students, in accordance with the school's behaviour policy.
- To contribute to the effective working of the MAC.
- Contribute to the constructive team building amongst teaching and support staff, parents, and governors.
- Monitoring and supporting the overall progress and development of students as a teacher.
- Facilitating and encouraging learning experiences which provide students with the opportunity to achieve their individual potential.
- Sharing and supporting in the school's mission 'Called as God's family we strive to achieve our personal best by living and learning in Christ'.

This role should be undertaken in accordance with national and local guidance in relation to the role.

### **Key Responsibilities and Expectations**

- Take on the role of a Form tutor and deliver our Character and Culture Programme.
- Contribute to the overall ethos and aims of the school.
- Support the Catholic ethos of the school and promote the Catholic values and virtues.
- Attend key after school events and fully participate in training days.
- Attend staff training and briefings as required by the Principal.
- Attend middle and senior leadership meetings as required by the Principal.
- Complete AM, Break and PM duties as required by the Principal.
- To maintain the confidentiality of all the school's records relating to students, in line with the latest GDPR requirements and the Freedom of Information Act.
- To uphold and comply with the safeguarding policies within the school.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. Any changes will take account of salary/ status and will be subject to discussion, in accordance with the guidance note on contractual changes.

The above responsibilities are subject to the general duties and responsibilities contained in the current School Teachers' Pay and Conditions document.

This job description is not necessarily a comprehensive definition of the post. It may, from time to time, be subject to modification or amendment in consultation with the holder of the post and other relevant parties.

### **Teaching and Learning**

- Promote excellence in teaching and learning to ensure all students develop their potential.
- Exemplify in own practice first class teaching skills and ensure that good practice is shared throughout the school, including good classroom management.
- Ensure that a suitable learning environment is maintained throughout the phase and that rewards and sanctions are applied as appropriate.
- Ensure that schemes of work are used, reviewed, and modified to ensure high standards of teaching and learning.
- Monitor students' work and the classroom practice.
- Keep up to date with developments in the teaching of the subject and education in general to ensure that best practice is adopted within the school.
- Ensure the phase is effective in meeting the needs of all students.
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.
- Ensure that individual student progress is regularly assessed and recorded and used to inform teaching.
- Use relevant performance and benchmarked data to ensure that high standards of learning are achieved and maintained.
- Actively promote enthusiasm for the subject outside the timetable.
- Using the classroom as a place to innovate and try new ideas which can then be later shared with colleagues.

### **Other Duties**

- Be aware of and comply with the policies and procedures relating to safeguarding including Child Protection.
- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection, Health and safety, Teaching and learning, the curriculum assessment (including SEND, LAC, EAL etc.)
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors, and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.

- To comply with the School/MAC Code of Conduct, regulations, and policies.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who meets children, and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must always carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



## Teacher of Performing Arts – Person Specification

	Essential	Desirable	Evidenced
<b>Education and Training</b>			
DfE recognised Qualified Teacher Status	x		App
Degree or equivalent qualification	x		App
Evidence of Professional Development relevant to the role	x		App, Int
<b>Knowledge and Experience</b>			
Knowledge of current educational theory and pedagogy	x		App, Int
Understanding and/or experience of current developments in the secondary curriculum	x		App, Int
Understanding of current approaches to assessment, recording and reporting procedures at various levels	x		App, Int
Ability to create innovative resources and new learning opportunities.	x		App, Int
Experience of developing a range of teaching and learning materials to engage and inspire progress	x		App, Int
Proven success of effective teaching and learning in within a secondary school		x	App, Int
Proven track record raising standards for students of all abilities		x	App, Int
Ability to evaluate and improve the teaching practice of self and others		x	App, Int
<b>Professional Skills</b>			
Ability to liaise with other teaching staff and work in cooperation with colleagues	x		App, Int, Ref
Ability to motivate students using a variety of teaching methods and the setting of appropriate goals and monitoring of progress	x		App, Int, Ref
Ability to successfully encourage students to the highest standards of individual achievement	x		App, Int
Ability to assess, monitor and report on students' progress	x		App, Int
Ability to adopt adaptive teaching and learning strategies	x		App, Int
Ability to use a range of classroom management techniques to inspire learning and engagement	x		App, Int, Ref
Ability to communicate effectively, orally and in writing	x		App, Int
<b>Personal Qualities and Attributes</b>			
Ability to relate well with children and adults	x		App, Int, Ref
Ability to work as a member of a team	x		App, Int, Ref
Interpersonal skills	x		App, Int, Ref
Ability to demonstrate empathy and understanding with all students regardless of need	x		App, Int, Ref
<b>Safeguarding</b>			
To comply with the school's commitment to the protection and safeguarding of children	x		App, Int, Ref
To demonstrate understanding of current safeguarding concerns and practices	x		App, Int, Ref

## **POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS**

In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all Disclosure applicants at the outset of the recruitment process. The full DBS Code of Practice is available at [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

- ❑ As an organisation which uses the Disclosure and Barring Service (DBS), the School Committee complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- ❑ We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all job applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- ❑ We are committed to the fair treatment of applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- ❑ We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- ❑ All application forms and recruitment information will contain a statement that a Disclosure will be requested in the event of being offered the position.
- ❑ We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. This information should be sent under separate, confidential cover. The information will only be seen by those who need to see it as part of the recruitment process.
- ❑ At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- ❑ We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- ❑ We ensure that people at the school who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

**Having a criminal record will not necessarily bar you from working at the school.** This will depend on the nature of the position and the circumstances and background of your offences.