



Chetham's

JOB DESCRIPTION

Job Title: Teacher of Music and Sixth Form Music Coordinator

Responsible to: Head of Music in the Curriculum

Information about Chetham's

Founded in 1653, Chetham's Foundation is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage. We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and Stoller Hall. We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring new generations of musicians and thinkers.

The School is an independent boarding school for over 300 children aged between 8 and 18, all of whom excel in music. The Library is the oldest public library in the English-speaking world. The Hospital charity owns the buildings in which the School and Library operate. The School also incorporates a world-class concert hall, Stoller Hall, opened in 2017. Supporting Chetham's in achieving its excellent outcomes are around 350 employees, with a wide variety of roles including academic staff, music tutors, support staff, concert hall staff and boarding staff.

The Department

Academic Music at Chetham's is a uniquely rich and exciting department. Chetham's is the leading specialist Music School in the UK, where all children study GCSE and A Level Music, and have the option to study Music Technology plus a range of graded examinations, many to Diploma Level. We have outstanding facilities including recording studios and music technology suite.

Our Students

Our students are all able, talented and committed young musicians. Whilst all have spark and potential, some have less of a grounding in music theory and a high proportion of students have additional needs. Our students are offered a place at the School through audition only – they are not selected for academic ability. We pride ourselves on being an inclusive, diverse and very special School. We want our students to have a lifelong passion for music; they perform at the highest level and are expected to achieve outstanding external examination results but we always remain focused on them being children and having all the experiences that other children have too.

Main Purpose of Role:

- To teach classroom music to students ranging from Y7-Y13.
- To be able to teach, with development, Music Technology at KS5.
- To lead the department's Sixth Form provision, including administration of internal exams and NEA assessments.
- To be the 'go to' person on all matters relating to CUCAS – including writing references and delivering current music career advice and guidance through seminars, drop-ins and assemblies.
- To monitor and intervene in Sixth Form progress, leading and chairing Sixth Form focused departmental meetings.

- Coordinate and deliver grade 5 theory classes for those Sixth Form students who do not yet have that qualification.
- To lead a curriculum choir as part of the whole-school focus on voice, singing and musicianship.
- To be a committed teacher, upholding the aims and ethos of Chetham's School of Music.
- To assume, alongside all other staff, corporate responsibility for the safety, readiness to learn, and respectful behaviour of students at all times whilst on School premises and on official out-of-school activities.
- To take a full and active part of School life including concert supervision, whole School events, Parent-Teacher Meetings, staff briefings, staff meetings, staff conference, CPD days, departmental meetings, examination cover, general cover, school duty, assemblies etc.
- To undertake such duties, administrative tasks and responsibilities as may reasonably be directed by the Head of Music in the Curriculum, Academic Manager or Joint Principals.
- To plan, prepare and deliver lessons which follow agreed schemes of work.
- To set prep according to the agreed prep timetable, to mark work regularly, to keep records up-to-date and to provide regular relevant feedback to students.
- To assess and report on students' work and progress according to the School's formal and informal reporting procedures and schedules.
- To fulfil, where relevant, external requirements for the preparation of students for public examinations e.g. moderation of coursework, assessment and recording of work, oral/aural testing of students, supervision of examinations.
- To maintain and improve subject expertise and keep subject awareness up-to-date, through whatever means are appropriate, such as continuing professional development. Sharing learning with your department and with the wider School.
- To participate in the School's scheme of teacher monitoring, including appraisal
- To be an outstanding classroom practitioner, able to motivate all students regardless of ability or commitment, maintain high standards of student behaviour and good order in the classroom and around School, and to fully support the School Behaviour system built on restoration and improvement.
- To maintain high personal and professional standards, both inside and outside the classroom, and promote these standards within your department.
- To be a personal tutor to a designated number of students, carrying out the related duties specified in the description of the role of the personal tutor.

PERSON SPECIFICATION

TEACHER OF MUSIC

	ESSENTIAL	DESIRABLE
Education and Qualifications		
Educated to degree level in Music	X	
Teaching qualification with QTS e.g. PGCE, BEd, PGDE	X	
Recent relevant CPD	X	
Experience		
Experience in teaching age range Y7-11		X
Experience in teaching age range Y12-13		X
Experience in working with young choirs		X
Knowledge, Skills and Abilities - Musical		
Excellent keyboard skills	X	
Excellent aural skills	X	
Working knowledge of Kodály method and/or Dalcroze Eurhythmics		X
Proficient in teaching music technology and sound production		X
Working knowledge of Sibelius music notation software	X	
General IT skills suitable for classroom delivery	X	
Knowledge, Skills and Abilities - General		
Ability to work as part of a large team	X	
Experience and knowledge of restorative approaches to discipline and mental health in young people	X	
Excellent communication skills with all stakeholders including children, colleagues, parents, guardians, carers and visitors.	X	
Good organisational and administrative skills. High standard of English language, as well as good written, IT and verbal communications skills	X	
Ability to handle sensitive information and maintain discretion on sensitive issues	X	
Able to uphold Safeguarding and Child Protection policies at all times including having an excellent understanding of KCSIE	X	

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham’s Child Protection and Safeguarding Policy, the Staff Code of Conduct and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham’s, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham’s is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham’s recognises the contribution it can make to protect and support students.

I confirm that I have read and understood this job description and that I agree to its contents.

Print Name:

Signature:

Date: