



St. Joseph's Institution International School Malaysia

POSITION DESCRIPTION

Job Title:	<i>Elementary Music Teacher</i>
Reporting To:	Elementary Music Leader
Effective Starting From:	August 2024 - July 2026

Main Purpose of the Job:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for our learners.
- To monitor and support the overall progress and development of our learners as required.
- To facilitate and encourage a learning experience which provides our learners with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and emotional wellbeing and academic growth.
- To collaborate with staff to support and develop the IPC and music curriculum.

Teaching:

- To undertake a designated programme of teaching across all year groups as required.
- Teach consistently high quality lessons.
- Plan and deliver schemes of work and lessons that meet the requirements of the IPC/English National Curriculum.
- Be a role model for our learners, inspiring them to be actively interested in music.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for the school assessment system.
- To complete the relevant documentation to assist in the tracking of our learners.
- Set expectations for staff and our learners in relation to standards of achievement and the quality of learning & teaching.
- Prioritise and manage time effectively, ensuring continued professional development in line with the role.
- To follow the school policies and procedures.
- To ensure the effective/efficient deployment of classroom support where appropriate.
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Work with colleagues to develop activities that link with the units where possible.
- Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum area of music.
- Promote Music learning through CCA's and school performances / productions.
- Ensure a high quality and well resourced learning environment.



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Assessment, Feedback and Tracking:

- To lead, monitor and evaluate the assessment and feedback to our learners in line with whole school and department policy.
- To follow department monitoring and tracking systems relating to our learners attainment, progress and Achievement.
- Mark, grade and give written/verbal and diagnostic feedback as required.
- Undertake assessment of our learners as requested by external examination bodies, curriculum areas and school procedures.
- Assess, record and report on the attendance, progress, development and attainment of our learners and to keep such records as are required.
- Complete the relevant documentation to assist in the tracking of our learners.
- To follow department policy regarding department tracking of student progress and use information to inform learning and teaching

Staff Development:

- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- Participate in whole school CPD programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

Student Support and Progress:

- To evaluate and monitor the progress of our learners and keep up-to-date student records as may be required.
- To alert the appropriate staff to problems experienced by our learners.
- To communicate as appropriate, with the parents of our learners and with persons or bodies outside the school concerned with the welfare of individual our learners, after consultation with the appropriate staff.
- To contribute to PSHE and character development according to school policy.
- To apply the Behaviour policy so that effective learning can take place.

Safeguarding:

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding policy and practices within the school.
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young people.

Communication:

- To communicate effectively with the parents as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications within the school.
- To take part in activities such as Open Days, Parents' Evenings, etc.

Personal Responsibilities:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and our learners to follow this example.
- To model and promote the learner profile in the school community.
- To actively promote school policies and procedures.
- To be responsible for own continued professional development.
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To undertake duties before the school day, at break, over the lunch period and after the school day on a rota basis.



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- To attend meetings scheduled in the school calendar punctually.
- To set cover work during any leave of absence.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

CRITERIA	ESSENTIAL	DESIRABLE
Education / Training / Professional Qualifications	<ul style="list-style-type: none"> • Music Degree plus/including • Teaching Degree /PGCE or recognized equivalent. • Experience teaching music theory and instrumental programs of learning. 	<ul style="list-style-type: none"> • Further relevant professional qualifications and professional development.
Skills & Abilities	<ul style="list-style-type: none"> • Ability to priorities workloads and take the initiative. • Ability to inspire children and adults with an enthusiasm for learning. • Good interpersonal and communication skills. • Good team player. • Strong IT skills. 	<ul style="list-style-type: none"> • Ability to lead INSET sessions.
Knowledge and experience	<ul style="list-style-type: none"> • Knowledge of best practice of music teaching and learning. • Up to date knowledge of current learning strategies. • Professional understanding of the educational needs of children. 	<ul style="list-style-type: none"> • Evidence of continuous professional development. • Experience of coordinating Concerts / performances / choirs / ensembles.
Other	<ul style="list-style-type: none"> • Enthusiasm for music. • Recognition of the diversity in cultures and nationalities within the school. • Willingness to lead extracurricular activities and build the school's broader music programed. 	