

Westcliff High School  
for Boys

# JOB DESCRIPTION TEACHER OF MUSIC



## INTRODUCTION

The Music Department at Westcliff High School for Boys (WHSB) has been a high performing Department for many years. We have had consistently outstanding results in GCSE and Advanced Level Music. Currently there are 12 students studying the subject in the Sixth Form and 78 pupils studying the GCSE course in Years 10 and 11.

The School is extremely proud of the Music Department's extra-curricular provision. There are a large number of clubs and ensembles that meet regularly, including the Concert Band, Jazz Band, String Ensemble, Brass Ensemble and Treble Choir. The School Calendar features many musical events, including termly Chamber Recitals and the popular 'Festival of Lessons and Carols' featuring the large School Choir. The Big Band performs jazz, funk and pop music at two popular annual events, while the School's symphony orchestra, the Westcliff Sinfonia, performs a full concert of professional repertoire each term. A musical performance is given in Assembly once a week, and hymns are also sung twice weekly in Assembly. The Department regularly runs trips to see concerts, opera and musical theatre in London.

The Department's programme of instrumental tuition is popular and there are currently over 180 pupils taking lessons on instruments from the bassoon to the organ. The department has a number of Music Scholars, who are selected by audition each year.

## ACCOMMODATION AND FACILITIES

The Music Department has a suite of three classrooms including two large classrooms, one of which doubles as a rehearsal space. Each classroom features keyboards and computers, which all have Sibelius installed as standard.

The Department has five practice rooms and a recording studio furnished with high-quality recording equipment. Each teaching room and practice room has a piano, and there are also three pianos elsewhere in the School to facilitate live performance, including the grand piano in the Main Hall. The Department owns a range of instruments including 3 drum kits, two organs, guitars, trombones etc. There is also a departmental office with working space for three members of staff.

## CURRICULUM

In the Lower School (Years 7-9), the Music syllabus covers basic theory in Year 7, ensuring pupils have a firm understanding of rhythm, pitch, chords and the rules of melody writing. In Year 8 there is an expanded focus on analysis and composing/performing applied music, such as programme music. In Year 9, pupils develop their skills of analysis and evaluation and begin to consider how context can impact on style and genre.

The Edexcel Music GCSE curriculum follows on from the work that has been completed in the Lower School syllabus, both consolidating aspects that have previously been covered up to GCSE Level but also extending aspects so pupils can access the Grade 9 GCSE grade.



In the Sixth Form, students can choose to study Eduqas Advanced Level Music if they attained a Level 7, 8 or 9 in GCSE Music. The course offers flexibility regarding the topics covered, and we have chosen to focus on Musical Theatre, music of the early 20<sup>th</sup> century, and the development of the symphony. Students are taught how to write four-part harmony and other compositional techniques.

At all divisions (Lower, Middle and Sixth Form) in Music, the Department devotes time to the development of examination technique and regularly assesses students so they are best placed to succeed at examination time.

## EXAMINATION RESULTS

The Music department has a track record of examination success: 60% of the 2025 Music cohort achieved grades 8-9, while 80% of A-Level music students achieved A\*-B over the past four years. Students leaving the School to study Music at university often do so at top institutions: six of the 2025 A Level cohort have gone on to study Music in some form, one at Cambridge, and another at Berklee in Boston, Massachusetts.



## JOB DESCRIPTION

### TEACHER OF MUSIC

#### Job Purpose:

The teacher is required to carry out the general professional duties of a school teacher under the reasonable direction of the Head of Department and Headmaster and to perform such particular duties that from time to time which may reasonably be assigned him/her by the Headmaster. Teachers on the Upper Pay Scale (UPS) will be expected to make broader contribution to the School as a normal part of their work.

#### Duties and Responsibilities:

The following responsibilities are included in the professional duties which the teacher is required to perform:

#### General Duties:

- to support and promote the School's general purposes, ethos and Learner Profile;
- to be familiar with and respect and follow the School's Policies and Procedures;
- to maintain a good understanding of whole School Evaluation and Development Planning;
- to act as a role model to pupils through always being punctual and well prepared and to maintain appropriate professional relationships and an atmosphere conducive to learning;
- to attend School and Year Assemblies and to carry out a share of supervision duties in accordance with published rotas;
- to contribute actively to the maintenance of the School as an orderly community by upholding the provisions of the School's Rules and the Pupils' Code of Conduct;
- to maintain good order and discipline among the pupils, safeguarding their welfare both on School premises and when engaged in authorized activities elsewhere;
- to participate in staff and other meetings relating to the School's curricular, pastoral or administrative arrangements;
- to assist with covering or taking other classes as and when required (e.g. staff illness) and being available for examination invigilation;
- to communicate and co-operate on educational issues with persons or bodies outside the School as appropriate;
- to contribute to the extra-curricular life of the School as appropriate and attend and support School and House events wherever possible.

#### Teaching:

- to ensure that lessons are planned in appropriate detail (considering pupils' prior attainment) and are prepared and delivered in accordance with the Learner Profile, departmental Schemes of Work and regulatory standards, reinforcing the need for high expectations which inspire, motivate and challenge pupils;



- to take account of pupils' educational needs (differentiating where appropriate), to teach in a manner appropriate to a Grammar School (as outlined in the School's Guide to Outstanding Teaching), including the setting and marking of work, to be carried out by the pupils in School and elsewhere (homework), according to agreed schedules;
- to assess, record and report on the development, progress and attainment of pupils in accordance with the School's policy, in order to ensure pupils fulfil their potential. This record of assessment should be available to the Head of Department or Directors of Studies on request;
- to regularly mark pupils' work, giving appropriate feedback and keeping records of marks;
- to provide mark lists, grading lists, written reports, internal comments or references relating to individual pupils as the School may require;
- to communicate with Head of Department and Form Tutor regarding the progress of individual pupils, as necessary;
- to attend Parent Evenings to discuss the progress of pupils and use such occasions to offer constructive advice on what pupils need to do to improve their progress;
- to participate, within the guidelines laid down by the Head of Department, in the evaluation and development of appropriate methods of teaching, syllabuses and materials, writing Schemes of Work as reasonably requested and contributing to the development of departmental policy;
- to assist with displays and publishing of pupils' work;
- to utilise ICT as an effective tool to aid teaching and other classroom resources as appropriate;
- to assist with departmental voluntary activities, societies, trips and initiatives.

## **Pastoral Care:**

Teachers will act as Form Tutors under the direction of a Progress Leader and Director of School and they will:

- be 'in loco parentis', responsible for the welfare of pupils in the Form and the first point of contact for those seeking help or guidance or wishing to express concern;
- take an interest in the personal circumstances and development of each pupil in the designated Form Group, in his/her happiness and security, and to be available for advice or consultation with parents as well as provide comments on Reports, and to handle correspondence;
- promote the academic progress and well-being of individual pupils and any Form Group, class or group, ensuring consistent feedback is given, which guides pupils. Discussing Reports and supporting self-evaluation activities with the designated Form Group;
- providing tutees with guidance and advice on educational, careers and social matters, monitoring their welfare and making relevant records and reports (including reference and personal profiles) in accordance with the School's policies. If necessary, directing pupils to sources of more expert advice on specific questions;
- ensure that the Form Group's Pupil Planners are kept up to date and to ensure they are used effectively by pupils including as a means of parent(s)/School communication;
- promote the Learner Profile and high standards of behaviour, attendance, punctuality and attitudes to work.
- ensure that pupils' dress and appearance conform to the requirements set out in the Code of Conduct;
- encourage pupils to develop their interests and talents through participation in extra-curricular activities and the broader life of the School;
- discharge effectively a range of Form administrative duties.



## Personnel and Continuing Professional Development:

- to attend and participate in Staff INSET and training courses and events, as requested;
- to contribute, as requested, to the selection, appointment and professional development of staff, including the induction of new teachers;
- teachers on the Upper Pay Scale will be expected to make a greater contribution to the School's Appraisal and CPD arrangements as part of their normal working arrangements.

## CONDITIONS OF EMPLOYMENT




- The above responsibilities are subject to the general duties and responsibilities contained in the written Statement of Conditions of Employment (the Contract of Employment).
- The postholder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Board.
- To uphold the School's policy in respect of child protection and safeguarding matters.
- The postholder shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification at any time after consultation with the postholder.
- All staff members are required to participate in the School's Appraisal Scheme.



# Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

Kenilworth Gardens | Westcliff-on-Sea | Essex | SS0 0BP | 01702 475443

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