



JERUDONG INTERNATIONAL SCHOOL

JOB DESCRIPTION

Position: Instrumental Tutor (Woodwind)

Accountable to: Head of Music

GENERAL STATEMENT OF RESPONSIBILITIES

Mission

At Jerudong International School (JIS), we challenge ourselves, respect others and inspire positive change. We develop our school through holistic school improvement in four interlinked key areas - Curriculum, Community, Capacity and Campus. Our student profile empowers students to think critically whilst actively engaging in lessons. We build capacity by ensuring students develop resilience by giving them opportunities to lead. We ensure students recognise their roles as global citizens alongside the many communities that exist within the school.

We have three core values that epitomise our approach to holistic, international education. Each of these values leads to two areas that form our six school aims.

CHALLENGE : We challenge ourselves to step outside our comfort zones, developing our resilience now to prepare for whatever the future may bring.

RESPECT : Our strength is built on relationships that embrace diversity. This means listening with empathy and communicating kindly.

INSPIRE : We reflect, innovate and create to tackle meaningful issues. Every one of us has a responsibility to inspire positive change.

It is the responsibility of all teachers to demonstrate these values themselves, with colleagues and with the students.

Classroom Responsibilities

Provision of learning opportunities for every student relative to her/his needs, abilities and stage of development by teaching a programme that gives each student the opportunity to experience success and which challenges each student to achieve their full potential.

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Establishment of effective and positive relationships with students based on mutual respect, recognising the individuality of each student and affirming their cultural identity.

Provision of a safe, effective, challenging learning environment and an attractive and welcoming classroom. Contributing to other display areas around the school.

Planning, Curriculum Delivery and Organisational Responsibilities

Preparation of teaching plans in accordance with school policy, updating plans regularly, storing updated versions in the appropriate place on the school's electronic system; plans should show evidence of differentiation for the different abilities of the children.

Developing and managing classroom resources; supporting Heads of Faculty/Heads of Department/Subject Coordinators/Phase leaders in buying new resources to improve provision.

Teaching subjects using the Jerudong International School curriculum in accordance with the school's policy.

Marking and evaluating students' work following the school's marking policy. Feeding back to children and parents as appropriate.

Recording results and completing reports on student achievement following the school's assessment timeline and keeping within deadlines set.

Working in teams to moderate assessments, and providing feedback, either written or verbal as needed.

Working together in year group teams to plan trips and other activities such as assemblies to enrich the children's educational experience.

Attending meetings and making positive contributions at these meetings, contributing to the school development plan.

Professional Development

Showing initiative and being proactive in keeping abreast of teaching and educational developments and sharing enthusiasm and resources with other teachers, attending teacher development programmes, participating in in-service courses (as funding permits) and attending professional meetings; participating in the Professional Growth Process.

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Contributions to School Life

Supporting the wider educational and cultural life of the school; leading by example in supporting standards expected of students; performing the pastoral duties of a teacher and tutor; participating in a minimum of 2 extra-curricular activities per week; taking responsibility for the safety of students through supervision duties; supporting school and community programmes, volunteering to support whole school community events. Being a good role model for students; showing respect for peers and commitment to teaching. Being fully involved in and supportive of all aspects of school life both inside and outside the classroom.

Community Responsibilities

Reporting to parents through written reports and parents' evenings on the progress and development of students in the teacher's care. Being available to meet parents on a more informal basis and providing information for them indirectly through the administration and/or counselling staff.

Accountability through Professional Growth

All colleagues will participate in Professional Growth, which involves setting self-directed professional development targets discussed with a trusted colleague and your line manager through a coaching process. You will be expected to record your progress in a Professional Growth Portfolio and Self-Evaluation, which is reviewed each year. Time is given to colleagues to support this process. Our community strives to be self-evaluating and self-improving. We run an exceptionally innovative programme of ongoing Professional Growth. We rely on team members to be problem-solving self-starters who make us all better learners. The potential to help colleagues improve and a willingness to improve one's own practice is an essential attribute of JIS Staff.

WIDER RESPONSIBILITIES

Colleagues at JIS are expected to contribute wholeheartedly to the wider life of the school. JIS provides holistic education to the students, so this requires a commitment from staff to contribute both in and out of the classroom and to the wide range of community events that take place across the school year.

Enrichment

Co-curricular activities (CCA) form an integral part of the Enrichment Program at JIS. The world-class quality of our artistic performances greatly contributes to enhancing the overall student experience at JIS. The invaluable support and participation of our instrumental staff play a crucial role in this enrichment.

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Working Hours

Monday - Thursday 7.15am - 3.15pm

Friday 7.10am - 3.30pm (break 12noon - 2.00pm)

The hours above do not include CCAs. Instrumental tutors are permitted to teach outside these hours in order to accommodate students' timetables.

If you need to leave the School before the end of the day, for the purposes of an emergency evacuation or lockdown procedure, you must notify the Head of Music and sign out of school at the relevant school office.

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SPECIFIC SUBJECT EXPECTATIONS

REQUIREMENTS

We are looking for an experienced Woodwind teacher to join our extremely well resourced whole school Music Faculty and who can contribute to the instrumental teaching programme at JIS. The successful candidate must be able to play/teach woodwind (flute/clarinet/saxophone). Ability to teach double reed instruments and possess keyboard skills would be an advantage.

You may be expected to teach towards the Trinity College London and ABRSM and Rockschool music exams including examiner visits twice a year (currently all exams are online), as well as overseeing preparation for curriculum performances for students of year 9 and above. We hope to attract enthusiastic and proactive candidates to further enhance our excellent provision.

SPECIFIC RESPONSIBILITIES

In addition to teaching inspiring one to one instrumental lessons, the successful candidate will have the ability to work collaboratively with colleagues within a large whole school Music faculty consisting of five full-time senior class teachers, and 10 specialist instrumental teachers. Proven ability to organise and support musical events and coach ensembles would be advantageous.

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PERSON SPECIFICATION FOR THE ROLE OF INSTRUMENTAL TUTOR

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree/Professional Music qualification 	<ul style="list-style-type: none"> QTS Other professional qualifications
Knowledge and Experience	<ul style="list-style-type: none"> Outstanding tutor with outstanding pupil outcomes Excellent understanding of relevant curriculum Excellent understanding of use of a range of data to improve outcomes Excellent understanding of Safeguarding and Child Protection policies and practices 	<ul style="list-style-type: none"> Experience in more than one school Up to date knowledge of current education issues Proficient ICT user Awareness of innovative thinking and practice in education Experience of developing the practice of others
Professional Skills	<ul style="list-style-type: none"> High expectations and aspirations for pupils and staff Form and maintain excellent effective relationships with all in school Communicate effectively with all in school Be well organised and work within deadlines Be a good team player and work cooperatively in different capacities 	<ul style="list-style-type: none"> Inspirational role model to others in school
Personal Qualities	<ul style="list-style-type: none"> Ability to use initiative Ambitious and willing to learn Flexible, creative and inspiring Caring, positive, open and honest Dedicated and hard working 	<ul style="list-style-type: none"> Champion for children Proactive in self-development Views teaching as more than a job

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