

Job Description

Visiting Music Teacher

Summary of the role:

Musical instrument teachers should work closely with the Director of Music in order to promote the subject throughout the School community and create the framework within which pupils can enjoy an active pursuit of music at all levels and in a variety of forms.

Subject teaching

- Plan and prepare your lessons.
- Teach pupils, ranging from complete beginners to those of a high standard, the technique and musicianship required to play an appropriate musical instrument, offering encouragement, support and guidance as necessary.
- Organise and display timetables of lesson schedules, adhering to the School policy (of lesson rotation etc.). There is an expectation that you will provide 30 lessons for each pupil you teach over the course of any one academic year unless otherwise agreed with the Director of Music.
- Complete weekly attendance records and submit these details to the Music Administrator on a monthly basis for payroll purposes and for pupil charging purposes. Please note that if you are absent from School for any reason and are unable to re-arrange a pupil's lesson at an alternative time, you will not be paid for this lesson unless you are absent due to illness and entitled to sick pay (as outlined in your contract) nor should the pupil be charged. However, if a pupil is absent for any reason without notice (e.g. non calendared activities, pupil illness) and you are unable to offer him/her a lesson at an alternative time (within reason), the pupil should still be charged and you will still be paid.
- Check the Junior School and Senior School calendars regularly in order to ensure there are no potential clashes to your working day (field trips, internal exams etc). Any lessons missed due to calendared activities are not chargeable and you will not be paid.
- Collect and return any Junior School pupils taking instrumental lessons from/to the Junior School.
- In the event a Senior School pupil does not arrive for your lesson, you should check on iSAMS to see if they have been marked as absent and if not, you should go and collect them from their lesson. If the pupil then cannot be found, then this should be reported to Senior School Reception immediately for safeguarding reasons
- Carry out the administrative procedures of the Department (lesson grades, pupil-absence notes etc.).
- Prepare appropriate pupils for Associated Board (or similar) Music Exams.
- Prepare appropriate pupils for the practical component of GCSE and A level examinations.
- Where appropriate, and following consultation with the Director of Music, organise, promote, rehearse and direct appropriate ensembles as extra-curricular activities.
- Prepare pupils for concerts, festivals and competitions (as appropriate) and encourage pupils to take the available opportunities to develop all aspects of their musicianship.

	<ul style="list-style-type: none"> • Assess, record and report as required on the development, progress and attainment of pupils. • Promote the general progress and well-being of any pupil assigned to her / him. • Attend parents' evenings and discuss the progress of pupils with their parents. • Act in the professional manner of a school teacher, maintaining good order and discipline among the pupils and safeguarding their health and safety, both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere.
<p>The life of the school</p>	<ul style="list-style-type: none"> • To take responsibility for the welfare and safety of pupils in their charge, having regard for the School's Safeguarding, Health/Safety and other policies. • Undertake such training as may be reasonably required by the School to properly adapt to the changing requirements of the School and the role or as may be necessary to fulfil the School's statutory or regulatory obligations. These include, but are not limited to, attending annual safeguarding training and confirming that you have read and understood the School's Safeguarding Policy, the Health and Safety Policy and the Fire Evacuation Procedure. • Attend all departmental meetings, normally arranged to coincide with the School Inset Days at the start of term, unless otherwise agreed with the Director of Music. Prior notice will be given of these dates and times. Payment for departmental meetings will be at your standard hourly rate. • Attend all Inset Day training sessions. Prior notice will be given of these dates and times. Payment for Inset Days will be at your standard hourly rate.
<p>Pastoral And Tutorial Care</p>	<ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you came into contact. • To encourage high standards of behaviour, appearance, attendance, punctuality and work; referring persistent difficulties to the Director of Music; • To complete a record of pupil attendance at your lessons reporting any unexpected pupil absences to Reception and any problems with persistent lateness to the Director of Music.
<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	

Person Specification

Visiting Music Teacher

	Essential	Desirable	Method of assessment
	These are qualities without which a qualified applicant could not be appointed and which those new to the profession will be expected to develop.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<ul style="list-style-type: none"> • Good honours degree • Good A level qualifications • Grade 8+ on the instrument/s you teach 	<ul style="list-style-type: none"> • Professional diploma for teaching or performance (eg LRAM) • Evidence of formal in-service training 	<ul style="list-style-type: none"> • Production of the Applicant's certificates • Discussion at interview • Independent verification of qualifications
Experience	<ul style="list-style-type: none"> • Teach and supporting students across all abilities and giving confidence to weaker students • Experience of teaching your instrument/s successfully 	<ul style="list-style-type: none"> • Teaching experience in an independent school with a proven track record of success • Experience of teaching your instrument to all levels (beginner to Grade 8+) 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Skills	<ul style="list-style-type: none"> • The ability to differentiate teaching to meet all needs and to stretch the most able • The ability to motivate and inspire pupils • Strong ability to communicate orally and in writing • Empathy when working with others • IT competency • Ability to use variety of teaching methods 	<ul style="list-style-type: none"> • Strong organisational skills 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Knowledge	<ul style="list-style-type: none"> • A thorough understanding of their instrument • Knowledge of the graded examination system • Understanding of essential aspects of performance 		<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Personal competencies and qualities	<ul style="list-style-type: none"> • Passionate about teaching and learning • Ability to display warmth, care and sensitivity in dealing with children and young people 		<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

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| | <ul style="list-style-type: none">• A positive attitude to authority and maintaining discipline• A willing team player who works productively• Ability to prioritise• A willingness to work with parents and carers to ensure positive outcomes• Willingness to be involved in the wider life of school | | |
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