



## JOB DESCRIPTION

### Visiting Music Teacher

**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.**

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| <b>Organisational Information:</b>       | Reporting to:   | Director of Music |
| <b>Summary of the Role:</b>              | <p>This role offers an exciting opportunity to join a community that highly values the arts. As a Visiting Music Teacher, you will join a team providing individual tuition to pupils from Year 2 to Year 8.</p> <p>The ideal candidate will have a passion for their instrument and be able to demonstrate effective teaching abilities, including experience of public performance and performance practice. They will have experience of working with young musicians to teach and develop a sound technique, delivered through exciting and inspirational lessons, thus maintaining the high standards achieved by pupils.</p>  |                   |
| <b>Main Duties and Responsibilities:</b> | <ul style="list-style-type: none"> <li>● Deliver high quality 30 minute lessons to allocated pupils.</li> <li>● Provide between 28-30 exciting and inspirational lessons per pupil per academic year, avoiding conflicts with special events.</li> <li>● Plan lessons with challenging learning objectives tailored to individual pupil needs.</li> <li>● Maintain accurate lesson registers using SOCS, recording pupil absences.</li> <li>● Encourage participation across all ability levels.</li> <li>● Monitor pupil progress, set suitable targets and ensure pupils are aware of practice requirements.</li> <li>● Take small groups or ensembles, as agreed with the Director of Music.</li> <li>● Integrate the teaching of aural and theory into lessons.</li> <li>● Prepare pupils for music examinations, concerts, and auditions.</li> <li>● Encourage pupils to participate in informal and formal concerts, throughout the school year.</li> <li>● Write reports on pupil progress and assessments within the School's report cycle, and communicate with parents as needed.</li> <li>● Support the Music Department with concerts as agreed with the Director of Music.</li> <li>● Promote and foster a culture of excellence, commitment, and aspiration in the Music Department.</li> </ul> <p><i>This job description outlines the current duties of this post. It is not a comprehensive or exclusive list and duties may vary from time to time, where this does not change the general character of the job or the level of responsibility.</i></p> |                   |

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| <p><b>General Duties:</b></p>      | <ul style="list-style-type: none"> <li>● Establish and maintain effective working relationships with colleagues.</li> <li>● Work within school procedures and codes of practice.</li> <li>● Attend half a day's paid INSET at the start of the academic year.</li> <li>● Participate in the School's Appraisal Process.</li> <li>● Undertake such other duties as are agreed to being in keeping with the general nature of the role.</li> </ul>  |
| <p><b>Person Specification</b></p> | <p>The person appointed will have the necessary experience and qualifications. A sense of humour, the ability to remain calm in challenging situations and excellent interpersonal skills are all essential.</p> <p><u>Essential</u></p> <ul style="list-style-type: none"> <li>● Be educated to degree level with the relevant specialism.</li> <li>● Ability to teach to pupils of all ages (6-13).</li> <li>● Ability to play their specialist instrument to a high standard.</li> <li>● Ability to deliver excellent lessons and inspire pupils across a wide age range.</li> <li>● Approachable, committed, enthusiastic, motivated.</li> <li>● Excellent written and verbal communication skills.</li> <li>● Excellent organisational and IT skills.</li> <li>● Ability to work independently and as part of a team</li> <li>● Ability to sustain a positive working relationship with pupils, parents, and other staff.</li> <li>● High expectations for pupil achievement and conduct.</li> <li>● Team player with a passion for musical excellence and best practice.</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>● Qualified Teacher Status or postgraduate qualification.</li> <li>● Ability to accompany.</li> <li>● Experience of working in a Prep School environment.</li> </ul>                               |
| <p><b>Safeguarding</b></p>         | <p>All staff, regardless of role, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of pupils. We expect all staff and volunteers to share this commitment, and to:</p> <ul style="list-style-type: none"> <li>● Promote and safeguard the welfare of children and young people for whom you are responsible, and with whom you come into contact.</li> <li>● Be aware of, and comply with, policies, procedures and codes of practice relating to safeguarding, child protection, health, safety and security, confidentiality, data protection, and the staff code of conduct, reporting all concerns to an appropriate person.</li> <li>● Be aware of, support and ensure equal opportunities for all.</li> <li>● Contribute to the overall ethos of the School.</li> <li>● Appreciate and support the role of other professionals.</li> <li>● Participate in training and other learning activities and performance development as required.</li> <li>● Assist with pupil needs as appropriate during the School day.</li> </ul> <p>If in the course of carrying out these duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Designated Safeguarding Lead (DSL) or to the Head immediately.</p> |
| <p><b>Terms and Conditions</b></p> | <p>All other terms and conditions are those as referred to in your letter of appointment and contract.</p>  |