1. Role of the Visiting Music Instructor

Visiting Music Instructors 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.

Visiting Music Instructors are required to:

Teach pupils, ranging from complete beginners to those of an advanced standard, the technique and musicianship required to play a musical instrument, offering encouragement, support and guidance as necessary.

Respond in a timely manner to assist the Music Administrator in the preparation of lesson schedules, whilst adhering to school policies.

Allow the school to have the final say in who deputises for them when absent for a period of time. The school will require the deputy to have a portable disclosure and barring service (DBS) check and up to date references.

Carry out the administrative procedures of the Music Department as written in the Music Department Handbook or as instructed by the Director of Music.

In consultation with the Director of Music, and where appropriate, present pupils for ABRSM exams (or similar), ensuring that all components of the exam syllabus are duly prepared and that the pupils are familiar with all aspects of the supporting tests. Similarly, to assist in preparing pupils for music scholarships and external auditions as these arise.

Where appropriate, and following consultation with the Director of Music, organise, promote, rehearse and direct ensembles as extra-curricular activities.

Prepare pupils for concerts, festivals and competitions and encourage pupils to take the available opportunities to develop all aspects of their musicianship.

Assess, record and report as required on the development, progress and attainment of pupils. Maintain communication with parents/carers, responding promptly to concerns and queries, whilst ensuring the Director of Music is kept fully informed.

Promote the general progress and well being of any pupil assigned to her / him.

Act in the same professional manner expected 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.

Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you came into contact.

Undertake, at the school’s expense, such training as may be reasonably required by the School to properly adapt to the changing requirements of the School, the role or as may be necessary to fulfil the School's statutory or regulatory obligations.

Attend full departmental meetings.

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require. Payment for such work will be at the prevailing hourly rate or, for occasional major events, at a flat fee.

The School will be responsible for ensuring that visiting music instructors are informed of changes in the numbers of pupils requiring lessons as soon as practicable.

The School will endeavour to notify visiting music instructors the number of pupils they will be required to teach before the end of the preceding term or as soon as practicable.