



Loughborough Endowed Schools

Music School

Individual Music Teachers

Key Responsibilities & Tasks:

Accountable to the head of the relevant faculty (HoF), instrumental/vocal teachers are paid per session delivered and are expected:

1. To teach music lessons to assigned pupils as follows:
 - to pupils from Y3 – Y10: 30 – 34 lessons per full academic year
 - to Y11 pupils: 24 – 34 lessons per full academic year
 - to Y12 pupils: 26 – 34 lessons per full academic year
 - to Y13 pupils: 25 – 34 lessons per full academic year
2. To deliver all lessons that are timetabled, and to make up lessons that are missed through the teacher's absence (for any reason, including illness) or where reasonable notice has been given of a pupil's unavoidable absence from a lesson without additional cost to parents
3. To timetable lessons at least one week in advance, using the school's bespoke timetabling software, confirming lessons with pupils and parents via the automated email system, logging absences and liaising with the Music Manager over any timetabling issues, being responsive and taking into account pupils' varying commitments and LES Music School policies
4. To participate in the performance management arrangements determined by Director of Music (DoM)
5. To encourage and support pupils in developing effective practice routines
6. To inspire and enthuse pupils through their teaching
7. To monitor and report on pupils' progress as reasonably required by DoM, including recording regular entries in each student's music record book
8. To follow LESM procedures with regard to starting/stopping lessons, liaising with parents and liaising with other members of staff
9. In consultation with parents, to prepare pupils for all elements of external music examinations as appropriate, organising necessary aural and theory training and liaising with the principal School Accompanist
10. To encourage pupils to perform in concerts and to advise DoM and/or HoFs of the suitability of individuals for particular ensembles
11. To coach and lead ensembles as required and requested by DoM, preparing the groups for concert performance as necessary

12. To attend concerts if directing an ensemble that is performing
13. To attend normal staff meetings and INSET sessions (the payment for attendance at these events is incorporated into the hourly rate of payment)
14. To undertake routine administration