

## **JOB DESCRIPTION**

### **Visiting Music Teacher (self-employed)**

#### **Promote and exemplify the School Mission:**

‘To inspire each child with a love of learning and prepare them for a fulfilling future.’

#### **Promote the School Values:**

- A warm family atmosphere
- The pursuit of excellence
- A generosity of heart
- A robust vitality

#### **1. Purpose of the job**

- To provide services on a self-employed basis with the stipulations detailed in the Visiting Music Teacher Consultancy Agreement applied.
- To teach instrumental music lessons to children aged 3-13 (Ark to Year 8)
- To aim to inspire enthusiasm and a love of music.
- To support all aspects of the department and involvement in wider aspects of school life.

#### **2. Relationships (including accountability)**

- Accountable to the Head of Music, Headmaster and Chair of Governors.
- Working with the Head of Music who offers personal oversight for your welfare, performance and professional development.
- Able to build strong professional links with The Head of Department, Pre-Prep and Prep school teaching colleagues. To foster good working relationships with the Bursar, administrative, domestic and maintenance staff.
- To be sensitive to the co-educational needs of the pupils.
- Able to develop clear lines of communication and co-operation with parents.
- Able to forge links with other professionals and create local initiatives.

#### **3. Duties & responsibilities**

- Teach music lessons during the School terms to pupils and former pupils allocated by the School. Lessons will normally be on a one to one basis but will occasionally include small groups or ensembles.
- To prepare pupils for examinations, ensembles and performances including formal and informal concerts held throughout the academic year.
- To arrange a timetable that is suitable for the needs of the pupils and takes into consideration other school commitments (provided these commitments are notified to you at least two weeks

in advance). Such music lessons to take place during the hours when the School is open in term time (as notified to you by the School from time to time).

- To be entirely responsible for the format and content of the lessons and methods of teaching.
- Record and maintain in a register details of pupils who attend and miss the lessons and provide the School with a copy.
- Provide proper supervision of your pupils during lesson times as appropriate whilst on the School's premises and ensure that your pupils comply with the School's reasonable standards of conduct and behaviour.
- Observe such reasonable and lawful policies and procedures as shall be notified to you by the School from time to time, including (without limitation) those relating to child protection, health and safety, access to and use of the School's information and communication technology, confidentiality and car parking.
- Provide the School with copies of reports on the progress of your pupils in a format agreed with the School and in good time for the School to be able to send such reports to parents at the same time as the School sends out its reports.
- To be responsible for the upkeep of relevant hire instruments in the department.

**General:**

- Take out and maintain with a reputable insurance provider adequate policies of insurance to cover all liabilities that may arise in providing the teaching services, including (without limitation):
  - public liability insurance for a minimum sum per event of £1 million;
  - insurance in respect of any liability for personal injury caused to third parties
- When required, give to the School such written or oral advice or information regarding the provision of the services as it may reasonably require.
- Make reasonable efforts to rearrange any lessons missed by pupils
- Make all efforts to rearrange any lessons which you were unable to attend, through illness or other circumstances.
- To attend such INSET as required to keep abreast of educational change, Health and safety requirements and to enable career development and innovate new areas/ideas.
- To provide a well organised, attractive, stimulating and safe learning environment for children.
- Responsibility for care and safety of departmental equipment and such other classroom equipment as required to use.
- To encourage mutual respect and co-operation between children.
- To ensure punctuality and example in attitude, manners and dress at all times.
- To play a general role in PR, upholding the 'good name' of the school at all times.
- To be familiar with and work within the required Health and Safety standards as laid out in the School's policy and administered through the Bursar (Health and Safety Officer).
- To support and uphold the School's policies.

#### **4. Safeguarding Children**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Child Protection Officers or to the Headmaster.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

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