



Peripatetic Music Teacher

Responsibilities

You are employed as a visiting part-time teacher within the Music Department of Talbot Heath School to deliver instrumental lessons.

Parents are guaranteed thirty lessons per year, each lesson being of thirty minutes duration. The timetabling and organisation of these lessons is the responsibility of the Head of Music. These lessons run in conjunction with the main academic timetable and are allocated within set teaching weeks – teachers are required to be available to teach at these times.

Lessons missed by the teacher due to illness are to be made up in the designated 'make-up' times at the beginning or end of terms (as specified on the timetables). Missed lessons may also be made up at other appropriate times (in consultation with the Head of Music and Director of Studies) provided that this does not cause the pupil to miss any other school lesson or activity.

Lessons missed by the pupil through illness are not required to be made up by the teacher. If a pupil misses a lesson due to a recognised school event, the cost of that lesson is refunded to the parent, but you will still receive the fee for that lesson.

All teachers are required to keep up to date the Lesson Record Forms issued by the department for each pupil. These are to be kept in the department at all times.

Parents are required to give a full half-term's notice of their intention to start or withdraw a pupil from instrumental lessons. If sufficient notice is not given, teachers are still entitled to the fees for those lessons.