JOB DESCRIPTION – 2021

Job Title:	Peripatetic Singing Teacher
Reports to:	Director of Music
Department:	Music
Hours per week:	Flexible

Key Working Relationships

Director of Music
Music Department Administrator
Rest of Music Department Staff
Tutors

Job Summary

An experienced Singing teacher who will be responsible for teaching singing to a range of students. To monitor and report on the progress of students to the Director of Music. To collaborate with the Director of Music to provide enrichment opportunities and to contribute to the school's activities programme. To promote and uphold the Quaker ethos and educational aims of Leighton Park School.

Job Summary

- Preparing students for performances, productions, examinations, auditions and festivals
- Planning individual lessons for the students you teach
- Arranging weekly lesson schedules in coordination with the Music Administrative Assistant
- Evaluate pupil performance regularly
- Accurately updating the assessment, recording and reporting systems to monitor each student's progress by the required deadlines
- Developing knowledge and materials for students at different stages of their musical development
- Be prepared to provide an opportunity for students to experience a wide range of vocal styles
- Maintaining good order and discipline among the students
- Keep up to date with subject developments
- Contacting the Director of Music in the case of absence and making appropriate alternative arrangements
- Liaising with other colleagues to provide a range of opportunities for each pupil
- Providing guidance and advice to students on vocal matters and on their future careers, including information about sources of more expert advice
- Participating in Child Protection training provided by the school when required

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.