



# THE ROLE

## Teaching responsibilities

The Headmaster appoints all Teachers. The following lists the general responsibilities of all Visiting Music Teachers, although there will be differences between individual tasks. All teachers are expected to make a full contribution to the School's extra-curricular Music programme.

## Responsibilities

### Principal Objective

To teach the cello or double bass to pupils from Reception – Year 13 inclusive – either in School or remotely as needed

- Timetabling, planning and delivery of individual or paired cello or double bass & theory / aural lessons to students with reference to the students' individual and class timetables and varying commitments
- Support parents' evening, assessments and provide feedback on the development of student's instrumental skills
- Support the preparation and assessment of students participating in graded examinations, including liaison with parents to ensure timely entry online using the School's payment platform (Wisepay) & organisation of an accompanist
- Ensure that you are punctual for every lesson and schedule lessons to allow for movement between buildings
- Contribute to the general duties of all staff in upholding good standards of behaviour, dress and punctuality amongst students.
- To familiarise and understand the exam specifications for ABRSM and Trinity Board in whatever format the student sits the exam
- To encourage student participation in concerts and advise ensemble staff of suitability for extra-curricular ensembles
- To advise parents on the hire or purchase of music instruments as required
- To promote and foster positive attitudes towards each student's musical studies



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## Departmental

- To attend Music Department meetings and staff INSET as requested, usually the first 2 days of term in September
- To contribute to departmental discussions, and to co-operate with other members of the department in the formation and implementation of Music Department policy
- To act in accordance with the ethos of the school, and to follow School policies.
- To be responsible for promoting and safeguarding the welfare of children and young persons for whom the post-holder is responsible, or with whom they come into contact and to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times.
- To undertake other reasonable tasks as requested by the Co-Heads of Instrumental Studies, the Head of Infant and Junior Music or the Director of Music.



# PERSON SPECIFICATION

E - Essential  
D = Desirable

Candidates should set out clearly on the application form and give succinct examples of how they meet the person specification.

## Qualifications

- A degree in Music or diploma level on the cello (E) and / or double bass (D)

## Experience

- Evidence of teaching the cello (E) and double bass (D) in other schools or privately (E)
- Able to accompany on the piano (D)

## Skills and knowledge

- Competent user of MS Office, including email (E)
- Competent user of ISAMS or similar (E)
- Competent user of music recording and video / sound editing software (D)
- Sound understanding of Safeguarding in the Education sector (D)
- Understanding of GDPR regulations (D)

## Competencies and personal attributes

- A high level of performance on the cello (E) plus the double bass (D)
- Self-motivated with excellent time management & prioritisation skills (E)
- Good written and verbal communication skills (E)
- Strong attention to detail (E)
- Calm under pressure (E)
- Personable and able to communicate calmly and clearly with students, staff & parents/carers (E)
- Willing to undertake training in order to develop the role (E)