



Russell House

JOB DESCRIPTION FOR GUITAR TEACHER (PERIPATETIC)

You are responsible for teaching pupils requiring tuition in the guitar the equivalent of 30 individual half-hour lessons per year (approximately 10 per term and are charged at £20 per lesson). Specific responsibilities are detailed although this list is not exhaustive:

- You must sign in at the school office on arrival and departure
- You should keep a record of pupils taught and clear reasons for any lessons missed. This must be available to the school and parents on request.
- Lessons missed through a pupil's non-attendance will, in normal circumstances, be charged for. Where a pupil (or the school, in the case of outings etc) gives you at least one week's notice of inability to attend and requesting a lesson to be rearranged, you should use reasonable endeavours to accommodate this. If this is not possible, the lesson will still be charged for.
- You should not enter the pupil for any examination, competition or public performance without the consent of the parent/guardian of the pupil.
- You should provide a full written report on the pupil's progress to the parents or guardian at the end of the summer term each year. Week to week progress should be recorded in the pupil's notebooks. Parents should also use this notebook to provide feedback or raise any issue with the teacher.
- You will pay a 5% Facility Charge to the School, in arrears.
- You must be available for annual Safeguarding Training arranged through the School

Signed.....

Date.....