

**PART-TIME MUSIC TEACHER**

**Job Description**

* To teach music in the Pre-Preparatory School (pupils from YR-Y2) under the guidance of the Head of Music.
* To act as Musical Director to Reception, Y1 and Y2 Plays.
* To uphold the ethos and aims of the school.
* To organise the extra-curricular music of the Pre-Prep:
* set up appropriate ensembles, groups of players, clubs
* enter musical competitions where appropriate
* be a dynamic force, full of initiative in this area
* organise Carol Service/concerts/music assemblies and other regular informal performances.
* To make the Pre-Prep Music Portacabin attractive, stimulating and welcoming.
* To play a full and active role within all aspects of school life as a part-time member of staff including occasional cover for staff absence.
* To take part in the life of the school by attending assemblies, registering the attendance of pupils and supervising pupils at play and lunch as required.
* To attend departmental meetings, and other such meetings as are required, including all staff meetings and INSET sessions. To act in accordance with the Staff Handbook.
* To attend Parents’ Evenings, Curriculum Evenings, Open Day, Founder’s Day and other such occasions and to liaise with parents and colleagues over all matters relating to the children’s progress and wellbeing as appropriate.
* To comply with procedures for registration of pupils as laid down by DfE regulations and school policy.
* To be fully aware of and to implement the school’s policy on Safeguarding (Child Protection) and Health & Safety, both when pupils are in school and when they are engaged in school activities elsewhere.
* To participate in the school’s assessment, record-keeping and reporting system (both oral, written and electronic).
* To take part in continuing professional development and the school’s annual review process.
* To undertake such other duties which the Headteacher, Head of Pre-Prep or Head of Music may from time to time reasonably request.

N.B.  *If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare or children in the school s/he must report any concerns to Headmistress as the school’s Child Protection Officer.*