

JOB DESCRIPTION

JOB TITLE	Visiting Teacher of Singing
DEPARTMENT/SECTION	Music
REPORTS TO	Director of Music

JOB SUMMARY:

There is currently one day of teaching available for a suitably qualified and inspirational teacher of Singing. The Visiting Teacher of Singing will teach one-to-one lessons, both boys and girls, across the age range of the School. They will be able to teach stimulating and challenging lessons that bring out the best in pupils at any stage of their musical development. This includes beginner level to the most advanced students who wish to pursue musical studies upon leaving Forest. They will be confident in teaching a variety of styles as well as having a keen eye to develop healthy technique and practice habits. They will prepare their students to take practical exams with an appropriate awarding body and support them in their ensemble participation.

Forest has a thriving Music Department with around 40 Visiting Music Staff. Over 600 individual lessons are taught each week and there is a busy schedule of concerts and recitals featuring numerous ensembles. There is a Chapel Choir, Junior Choir, Girls' Choir and Musical Theatre activities. This academic year, the Music and Drama departments staged *Les Misérables*.

TEACHER - GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at Forest School which also apply to Visiting Teachers. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes/pupils.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupil's progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles, particularly taking into account the learning needs of SEP pupils.
- Undertake report writing and the awarding of internal grades as required.

Department

- Carry out any reasonable subject-related duties assigned to them by their Head of Department.

- Make themselves familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

Pastoral

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their pupils.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.

Other Professional Duties

- Support and foster the aims of the School.
- Make themselves familiar with the contents of the School's aims and policies and endeavour to follow these closely.
- Notify the Director of Music as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, as required by the Director of Music.

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

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SPECIFIC DUTIES AND RESPONSIBILITIES – VISITING TEACHER OF SINGING (CLASSICAL)

Teaching and learning

- Teach Singing to a variety of pupils at KS2, KS3, KS4 and KS5
- Provide timely and useful feedback to pupils and parents using the Practice Diary
- Complete a written report for every student once per year in accordance with School and Department policy

Co-curricular:

- Recruit to, rehearse with and conduct ensembles and/or choirs as agreed with the Director of Music

SAFEGUARDING:

The post holder will be required to;

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young person's they are responsible for or come into contact with.

FOREST SCHOOL'S POLICY AND PROCEDURE

The post holder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the post holder.

The post holder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the Director of Music and/or Deputy Head Co-Curricular.