

Visiting Music Teacher

Core Purpose	To teach individual music lessons to pupils, as requested by the parents, and to prepare pupils, as appropriate, for ABRSM examinations. To accompany pupils, choirs and ensembles as required.
Post Tenure	Permanent
Reporting to	Director of Music
Team Responsibilities	To work with the Director of Music, School Office and Prep SMT for the benefit of the school community. To liaise with these staff regarding timetabling, pupil lists, exam organisation and preparation, and to support pupils in their preparation, as appropriate, for school events.
Budgetary Responsibilities	n/a
Key Qualities Required	<ul style="list-style-type: none"> • Strong subject knowledge and experience of teaching high quality individual lessons. • Strong organisational skills, including experience of information exam entry and record keeping. • Good teamwork skills, and the ability to work collaboratively. • Having a strong sense of duty to those in your care and a problem-solver. • Communicate well, both on paper and verbally. • Display a working knowledge of the ABRSM exam guidelines, syllabus requirements. • Have experience in using IT for teaching and administratively.
Key Tasks & Responsibilities	<ul style="list-style-type: none"> • Planning, preparation and delivery of individual music lessons. • Recording and reporting on the development, progress and attainment of students. • To communicate effectively with pupils and parents, as well as colleagues. • Preparing students for ABRSM examinations. • Promoting the general progress and well-being of individual students, and groups of students. • Assisting with the co-ordination and organisation of School performances for concerts and events, where required, and in relation to leading ensembles. • Participating, as required, in meetings at the school that relate to the curriculum, safeguarding or the administration and the organisation of ABRSM. • Maintaining good order and discipline among the students and safeguarding their health and safety both when they are on the School

premises and when they are engaged in authorised School activities elsewhere, as required.

- To accompany school events as requested.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.