

## Visiting Music Teacher

<b>Core Purpose</b>	To teach individual Harp lessons, lead the harp ensemble and to prepare pupils, as appropriate, for ABRSM music examinations. Teaching across the Prep and Senior School sites.
<b>Post Tenure</b>	Temporary (Maternity cover) starting end of September 2026
<b>Reporting to</b>	Directors of Music of Prep and Senior School
<b>Team Responsibilities</b>	To work with the Directors of Music at the Prep and Senior School, 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. Contribute to the wider musical life of the school through ensemble coaching, workshops, or enrichment activities as required.
<b>Budgetary Responsibilities</b>	n/a
<b>Key Qualities Required</b>	<ul style="list-style-type: none"> <li>• Strong subject knowledge and experience of teaching high quality individual lessons for the harp.</li> <li>• Strong organisational skills, including experience of information exam entry and record keeping.</li> <li>• Good teamwork skills, and the ability to work collaboratively.</li> <li>• Having a strong sense of duty to those in your care and a problem-solver.</li> <li>• Communicate well, both on paper and verbally.</li> <li>• Display a working knowledge of the ABRSM exam guidelines, syllabus requirements.</li> <li>• Have experience in using IT for teaching and administration</li> <li>• Inspire musical curiosity and creativity by fostering a positive, encouraging learning environment that supports pupils' artistic development.</li> <li>• Ability to motivate and engage pupils of varying abilities, including beginners through to advanced players</li> <li>• Flexibility and adaptability in response to timetable changes or pupil needs.</li> </ul>
<b>Key Tasks &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Planning, preparation and delivery of individual music lessons.</li> <li>• Producing a weekly timetable and ensuring the correct dissemination of this timetable.</li> <li>• Recording and reporting on the development, progress and attainment of students.</li> <li>• To communicate effectively with pupils and parents, as well as colleagues.</li> <li>• Preparing students for ABRSM music examinations.</li> <li>• Promoting the general progress and well-being of individual students, and groups of students.</li> </ul>

- 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 exams and performance opportunities.
- 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 support school events as requested.
- Encouraging participation in wider musical activities such as festivals, competitions or community events.
- Recommending appropriate repertoire and resources tailored to each pupil's goals and interests.

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.*