

OUR VALUES

We enrich through a broad and varied curriculum

Job Description

Job Title	Visiting Music Teacher (Self Employed)
Line Manager	Director of Music
Department	Teaching

Job Summary

To teach instrumental music lessons to children aged 5-18, inspiring enthusiasm and a love of music. Visiting Music Teachers (VMT) are self-employed and are responsible for invoicing the parents directly

Main Responsibilities

Music Lessons:

- Plan, prepare and deliver inspirational lessons to students assigned to the VMT.
- Deliver lessons on a one-to-one basis and occasionally in small groups or ensembles.
- Prepare students for external examinations if they wish to take them e.g. ABRSM.
- Prepare students for ensembles and performances including formal and informal concerts held throughout the academic year.
- To be entirely responsible for the format and content of the lessons and methods of teaching.
- Maintain records and assess students' achievements and progress.
- Write instrumental reports for parents within agreed timeframes and in an agreed format.
- Arrange a timetable that is suitable for the needs of the students and takes into consideration other school commitments. Music lessons to take place during the hours the School is open during published term times.
- Record and maintain in accurate student attendance registers.
- Establish a safe environment that supports learning, including providing proper supervision during lessons to ensure that students comply with the School's reasonable standards of conduct and behaviour.
- To be responsible for the care and safety of relevant hire instruments in the department.

General:

- Take out and maintain with a reputable insurance provider adequate policies of insurance to cover all liabilities that may arise in providing the teaching services, including (without limitation): o public liability insurance for a minimum sum per event of £1 million in respect of any liability for personal injury caused to third parties
- When required, give to the School such written or oral advice or information regarding the provision of the services as it may reasonably require.
- Make reasonable efforts to rearrange any lessons missed by students.
- Make all efforts to rearrange any lessons that you were unable to attend, through illness or other circumstances.
- To provide a well organised, attractive, stimulating and safe learning environment for children.

- To encourage mutual respect and co-operation between students.
- Responsibility for the care and safety of departmental equipment and such other classroom equipment as required to use.
- To promote and uphold the ethos and values of Tormead School.
- Actively promote and model good practice in equality, diversity, and inclusion, and to support and uphold fundamental British values.
- To adhere to all School policies, procedures, and risk assessments, including safeguarding, child protection and health and safety.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

Safeguarding Children

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with Tormead's Safeguarding Policy at all times. If, in the course of carrying out their duties, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with Tormead's policies and procedures.

Key Relationships

Internal: Director of Music, Assistant Director of Music, staff

External: Parents and students

Person Specification – see page 3

Person Specification – VMT Teacher		
	Essential Criteria	Desirable Criteria
Qualifications & Training	<ul style="list-style-type: none"> ● Relevant Music Degree ● To have a minimum of Grade 8 on relevant Instrument ● Evidence of continuing and relevant professional development 	<ul style="list-style-type: none"> ● Relevant qualifications for teaching younger children ● To have studied the relevant musical instrument to degree standard
Experience	<ul style="list-style-type: none"> ● Proven record of effective teaching of the relevant instrument ● Experience of 1:1 teaching 	<ul style="list-style-type: none"> ● Active performer of the relevant instrument ● Experience of teaching different year groups ● Experience of communicating with and reporting to parents ● Experience of timetabling lessons ● Experience of working in a school
Skills & Knowledge	<ul style="list-style-type: none"> ● Ability to nurture and develop excellent technical understanding and skills in students ● Ability to develop general musicianship skills in students ● Knowledge and understanding of pedagogy that will enable a child to fulfil potential ● Knowledge of and commitment to safeguarding ● Knowledge and understanding of and a commitment to equal opportunities and health and safety 	<ul style="list-style-type: none"> ● Ability to accompany students for performances on the piano ● Knowledge and understanding of data protection and a commitment to maintaining confidentiality ● An understanding of the independent school sector ● Willingness to undertake further training and development, as required, within the role
Behavioural Competencies & Qualities	<ul style="list-style-type: none"> ● Excellent communication and interpersonal skills, able to work effectively and harmoniously with others (including students, staff, and parents) ● Good organisation, creativity, time management and ability to work on own initiative ● A willingness to work with different year groups ● Passionate about the relevant instrument and sharing of music knowledge ● Prepared to support students by attending concerts and external examinations 	<ul style="list-style-type: none"> ● Ability to incorporate a range of teaching strategies in a lesson ● Sound behaviour management skills ● Excellent record keeping and reporting