



JOB DESCRIPTION

Visiting Music Teacher

Main purpose of the role:

Organisational structure

Visiting Music teachers work within the Music Department and report to the Director of Music.

Responsibilities/ duties:

- To plan, prepare and deliver teaching duties appropriate to the skills of the teacher. This may include individual, small group and whole class teaching as well as ensemble involvement if appropriate.
- Incorporate elements of aural training and instrumental/vocal technique into each lesson.
- Prepare pupils for examinations, and encourage them to take part in performances, festivals and auditions as appropriate.
- Challenge and inspire pupils through dynamic teaching and a range of repertoire.
- Communicate with the Director of Music about any pastoral matters relating to pupils.
- Liaise regularly with the Director of Music and ensure paperwork including timetables and charge sheets are completed promptly.
- Manage the administrative tasks required by the School e.g. keeping registers, writing reports etc.
- Liaise with the School in order to meet the individual needs of each pupil.
- Recruit new pupils to instrumental tuition through demonstrations and performances.
- To have up-to-date knowledge of, arrange and prepare pupils for instrumental and school examinations as appropriate, being aware of GCSE and AS/A Level requirements as necessary.
- Complete written reports for pupils and communicate with the School and parents about the progress of individual pupils as required.
- Ensure the general safety and well-being of pupils, observing appropriate conduct and class management.
- Ensure all premises in which activities take place receive due care and respect, encouraging pupils to use the practice spaces respectfully.
- Attend INSET training and other relevant meetings at the request of the Director of Music including appropriate training in GDPR and Child Protection when requested.
- Maintain and update a thorough knowledge of developments in teaching and instrumental learning, including teaching strategies, current local and national initiatives and instrumental teaching material as appropriate.
- To ensure professional conduct at all times.

Other Duties

To undertake additional duties as required throughout the School, commensurate with the level of the job.

Health and Safety Responsibilities

All employees will ensure that they:

1. Take care of their own safety and that of others.
2. Comply with health and safety procedures and instructions.
3. Will not neglect, misuse, damage anything provided in the interest of health and safety.
4. Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
5. Undergo any training or instruction to enable them to work competently and safely.

Key Working Relationships

The role focuses on positive face to face interactions with children and young adults as well as the rest of the teaching team. However, the post holder would be expected to maintain positive relationships with other staff members (E.g. Administration, Estates, etc) as well as occasional contact with parents.

Key working relationship include:

1. Music Department
2. All pupils
3. Other Loretto Staff
4. Interaction with parents

Experience, Skills and Qualifications

Experience:

- Teaching relevant musical instrument from beginner to diploma level
- Teaching relevant musical instrument across a range of styles, including classical, rock & pop and musical theatre

Skills:

The post holder will need to be:

1. pupil-centred
2. able to motivate and inspire young people
3. able to communicate effectively with pupils, parents and colleagues

Qualifications:

Ideally educated to degree level, with a relevant teaching or performance diploma.