



Hurlingham School

Job Description

Job Title: **Visiting Music Teacher**

Accountable to: **Director of Music, Asst. Director of Music,
Head of Arts Faculty & Head**

The responsibilities and duties of the Visiting Music Teacher are as follows:

Pastoral Care

1. Take responsibility for the safety and education and social development of the children during your lessons, liaising with class teachers to ensure you are aware of each child's pastoral needs.
2. Provide a role model for the development of children's social behaviour and attitudes.
3. Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and considerate members of the school community.
4. Implement school policies and guidelines for pastoral care, including: anti bullying, safeguarding and child protection, behaviour and sanctions.
5. Recognise and respond effectively to equality issues as they arise and challenge stereotyped views.
6. Build and maintain positive relationships with parents.

Planning, Teaching and Classroom Management

7. Identify clear learning objectives for each lesson and specify how these will be taught to ensure progression in pupils' learning.
8. Plan individual lessons and overall schemes of work for the pupils you teach.
9. Develop knowledge of materials and repertoire for students at different stages of their musical development.
10. Teach individual and/or group lessons lasting from 20 - 40 minutes.
11. Prepare pupils for performances, examinations, auditions and festivals.
12. Organise timetables of lesson schedules, collect fees and enter students for examinations.
13. Arrange performance opportunities for your pupils, such as concerts for friends and relatives.
14. Liaise with the Arts Faculty Administrator and Director of Music about all timetable changes.
15. Keep abreast of School Events and change the timetable accordingly.

Monitoring, Assessment, Recording and Reporting

16. Feedback to pupils about their performances regularly and positively, and comment appropriately with regard to specific learning intentions and future targets, thereby facilitating positive pupil development.
17. Make regular assessments and observations of children's performances, keep records monitoring strengths and weaknesses, inform planning and identify the level at which the pupil is achieving.
18. Write reports on each child twice a year, and reports for transfer to other schools if required.
19. Liaise with the Music Department and Head of Arts Faculty as and when required to ensure appropriate opportunities are presented which allow the identification and subsequent enrichment of learning for more able pupils.
20. Provide updates and discuss the progress of pupils with their parents as and when requested.
21. Adhere to the practice of confidentiality regarding pupils' records.
22. Record and maintain in a register details of pupils who attend and miss the lessons and provide the School with a copy.
23. Inform the Financial Controller of lesson forecasts and billing each term.
24. Ensure school administration fees are paid promptly each term.

Professional Development

25. Keep up to date with current statutory requirements, educational thinking and practice, through personal study, attendance at courses and peer observation.
26. Have an excellent working knowledge of a music teachers' professional duties and legal liabilities.

Other Duties

27. Actively promote instrument lessons through assemblies and whole school communications in conjunction with the Music Department and Arts Faculty.
28. Assist with special events e.g. concerts and productions as required by the School.
29. Abide by all health and safety procedures and report any concerns regarding health and safety immediately to the Director of Music, Head of Arts Faculty, Deputy Head Pastoral or Head.
30. Help the Music Department with lunch time or on occasion after school ensembles.
31. Have a good working knowledge of whole school policies and aims.
32. Comply with procedures relating to confidentiality and data protection.
33. Promote the ethos, good name and reputation of the school at all times.
34. You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.
35. Be responsible for School Equipment and notify the Director of Music immediately should any breakages occur.
36. Maintain a clean and safe working environment.
37. Respond to parent and school communications within 24 hours.

38. Ensure parents are invoiced at the start of each term.

The School's ethos is to provide a happy, secure atmosphere in which children can be the best that they can be. We nurture self-confidence, self-discipline, self-motivation, self-esteem and above all a thirst and enjoyment for learning. We strongly promote creativity, good manners and respect for one another. We continue to foster an intimate and welcoming environment centred on family values.

This job description will be reviewed annually and may be subject to amendment at any time by the Head, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of Hurlingham School in relation to the post holder's professional responsibilities and duties.

I have read, understood and accept the responsibilities detailed in the above job description.

Signature:

Date: