



Halliford School

Job Description Visiting Music Teacher

Department:	Music
Post:	Visiting Music Teacher
Responsible to:	Director of Music
Job purpose:	To deliver high quality instrumental tuition to individuals and/or groups as required by the Director of Music.

MAIN DUTIES AND RESPONSIBILITIES

1. To deliver high quality 40 minute lessons to pupils aged from 11 - 18 years on a weekly basis from total beginners to Diploma level as appropriate.
2. To tailor learning to suit the standard and requirements of the individual whether through a formal grading system or otherwise.
3. To prepare pupils for performances or auditions as appropriate.
4. To support and promote Music within Halliford School.
5. To advise, encourage and recommend pupils to participate in relevant extra- curricular opportunities.
6. To participate in performances with students at concerts, church services and recitals.
7. To communicate efficiently with parents, pupils and relevant staff.
8. To offer advice to parents with regards to purchase of music or instruments.
9. To inspire and encourage a lifelong love of Music whether for professional or leisure purposes.
10. To monitor and record attendance and report on progress using written registers and to feedback to the Coordinator for Instrumental Tuition as appropriate.
11. To ensure that lesson timetables are kept up to date, prepared in advance and are neatly presented.
12. To ensure pupils record their lesson times in their diaries.
13. To complete formal electronic reports for each pupil annually.
14. To be aware of individual pupil requirements with regard to any specific needs.
15. To build strong and positive relations with parents as well as pupils.
16. To contribute to the extra-curricular Music programme if required.
17. To practice and uphold the ethos of Halliford School.
18. To attend any relevant meeting deemed appropriate to the post.
19. To be aware of the relevant ABRSM, Trinity and Rock school graded exam information and criteria, and to liaise with the school regarding entering pupils for instrumental graded exams.

Halliford School is committed to safeguarding and promoting child welfare. Peripatetic staff must attend all necessary child protection training and participate fully in activities which keep the school compliant with statutory child protection and safeguarding guidelines issued.