



## **VISITING TEACHER OF PIANO JOB DESCRIPTION**

**Job Title:** VISITING TEACHER OF PIANO

**Responsible to:** DIRECTOR OF MUSIC

**Main Purpose:** To deliver individual piano lessons to pupils of all abilities in Y9-Y13.

### **Roles and Responsibilities:**

- Inspire in pupils a life-long joy in music-making.
- Deliver high-quality lessons to their individual pupils and ensure that all have a well-planned programme of study that sets transparent short, medium and long-term goals
- Actively encourage their pupils to participate in the musical life of the department.
- Prepare any of their pupils taking GCSE, or A level music for their examination performances (including their parts within GCSE ensembles) as requested by the department's academic teaching staff.
- Prepare pupils for graded face-to-face music exams as appropriate.
- Include the teaching of aural and sight-reading tests in lessons on a regular basis.
- Complete, as required according to the school's schedule, reports and/or parent meetings including comment for all of their pupils.

### **Other Duties:**

- Publish their teaching timetable a minimum of one week in advance by entering into SOCS.
- Maintain an accurate register of attendance of their pupils, flagging any non-attendance trends.
- Follow the procedures outlined in the visiting staff handbook on the timetabling of lessons for different year groups.
- Maintain an accurate record of academic lessons missed by all pupils whose lessons rotate within the academic curriculum
- Maintain an accurate record of reasons given for pupil absence on SOCS
- Follow closely the department's policy on the chasing up of missed lessons as laid out in the department handbook

**Health and Safety:**

All staff should be aware of the school's health and safety policy and implement it as appropriate.

**Safeguarding:**

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

**These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.**

***Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***

***Registered Charity No 1080672***