

Job Description – Casual Peripatetic Music Instructor - Guitar

The Futures Trust and Stoke Park School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Head of Faculty - Music
Grade	£20 an hour
Hours	Casual contract
Location	Based at Stoke Park School with a requirement to travel to undertake work at or for academies within the Trust

Job Purpose

A highly experienced peripatetic Music Instructor with professional experience, you will deliver specific and specialist instrumental lessons and small group sessions. In addition to support the delivery of examination courses in music by supporting composition, rehearsal, recording and performance sessions.

Duties and responsibilities

- Deliver specific and specialist 1 to 1 and small group music lessons and developmental sessions.
- Work closely with the Head of Department to gain a good understanding of the needs of the pupils and the instrumental teaching system in the School, deliver workshops appropriate to the standard of the students allocated on the same day each week.
- Plan workshops and schemes of work for your student(s) so that they rapidly progress in technical knowledge and musicianship where appropriate.
- To encourage students to gain musical knowledge and skills through learning in lessons and through the experience of group music making.
- To foster the self-discipline and social skills necessary for music making
- Incorporate elements of general musicianship, such as ear training and theory, as well as specific instrumental technique and interpretation
- Develop your knowledge of materials and repertoire for your student(s) at different stages of their musical development
- Support the delivery of examination courses in music by supporting composition, rehearsal, recording and performance sessions.
- Arrange performance opportunities for your pupils, such as concerts for friends and relatives
- Prepare students for performances, examinations and auditions
- Assist with movement of musical equipment for lessons and events
- Assist with tuning of instruments for lessons
- Ensure that you adhere to health and safety standards and work in line with child protection legislation
- Report any safeguarding concerns in accordance with the School and Trust safeguarding policies and procedures.

Line management

There is no line management in this role.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Music Instructor are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

Special conditions of employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder

from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking Policy

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: Natalie Rock (Head teacher) Louise Kennedy (Head of Music)
Date: September 2020