



## Job Description

### Peripatetic Teacher of Music

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your professional contribution to the Haberdashers' Monmouth Schools. Your Job Description should be reviewed annually as part of the Performance Review Process.

**Responsible to:** Director of Music

#### Duties and Responsibilities:

- To deliver 35 minute lessons to pupils of varying ability, between the ages of 7 and 18, with enthusiasm, energy and a genuine passion for music.
- To produce a weekly timetable for his/her allocated pupils, which should be presented to the Music Administrator by the allocated deadline (currently 12pm on a Friday). Lesson times for the following week should also be communicated to his/her pupil at the end of each lesson.
- To maintain an accurate and up-to-date register of pupils and of lessons taught/missed.
- To make up lessons where the teacher is absent from school.
- To remain contactable during term time via school email. To check his/her school emails on a regular basis, as this is a fundamental method of communication between pupil/teacher/parent and also the main line of communication with the school.
- To be aware of the school's day-to-day timings and workings and to have a plan in order to locate pupils if they are late arriving. Also, to be aware of term dates and calendar entries. To be flexible, where possible, in accommodating and working around school trips. Remote access to this and to the school's reporting and email system is available and can be explained on request by the Director of Music.
- To support the music co-curricular calendar by encouraging pupils to be part of relevant concerts and musical activities. Where appropriate, to liaise with the pupil's music teacher in preparation for GCSE and GCE performance modules.
- To write reports for pupils as required by the school reporting schedule, following school reporting guidelines. He/she should also be prepared to contact parents, under the guidance of the Director of Music on other specific matters, as appropriate.
- To reinforce school policies regarding behaviour and attire. To use rewards and sanctions in line with the school policy.
- To be fully aware of best practice relating to Child Protection. He/she should know who the Designated Senior Person (DSP) and Safeguarding Officers are and not hesitate to contact them with any concerns surrounding Child Welfare.
- To undertake other such reasonable duties as may be required of him/her by the Director of Music or the Head.
- To make any requests for absence during term time in writing to the Director of Music, who will make consistent and transparent judgements based on the best interests of the pupils and the school. Sufficient notice must be given.
- To have an interest in and willingness to support all school activities

You may be required to undertake such other comparable duties as the School requires from time to time.