



Job Description – Visiting Teacher of Music

Aim: To work closely with the Director of Music in order to promote the subject throughout the School community and create the framework within which pupils can enjoy an active pursuit of Music at all levels in a variety of forms.

Reports to: Director of Music and ultimately to the Headmistress.

Key Areas of Responsibility

1. Teach pupils, ranging from complete beginners to Grade 8 standard and beyond, the technique and musicianship required to play appropriate musical instruments or sing, offering encouragement, support and guidance as necessary
2. Organise in consultation with the Director of Music a timetable of lesson schedules, adhering to the School policy
3. Ensure that if lesson times have to be altered for any reason, the Director of Music is consulted and the set procedure is closely followed
4. To keep accurate attendance records and report all absences
5. Prepare appropriate pupils for Associated Board (or similar) Music Examinations. It is the visiting music teacher's responsibility to ensure that the entry sheets are appropriately filled out and returned to the Director of Music by the stipulated deadline, and that the Director of Music is informed at least two terms in advance if any pupil is preparing for Grade 6 and has not already passed Grade 5 Theory
6. Prepare appropriate pupils for the practical component of GCSE and A-level examinations
7. Where appropriate, and following consultation with the Director of Music, organise, promote, rehearse and direct appropriate ensembles as "co-curricular" activities. (All chamber groups are expected to perform at least once a term.)
8. Prepare pupils for concerts, festivals and competitions (as appropriate) and encourage pupils to take the available opportunities to develop all aspects of their musicianship
9. Assess, record and report as required on the development, progress and attainment of pupils. (Reporting is required termly for parents)
10. Promote the general progress and well being of any pupil assigned to her/him
11. Purchase music for his/her pupils as appropriate. Details of procedure will be issued by the Music Department Administrator

12. Act in the professional manner of a school teacher, maintaining good order and discipline among pupils and safeguarding their health and safety, both when they are on the School premises and when they are engaged in authorised School activities elsewhere.

Please refer to the Visiting Staff Handbook for further details. All School Policies are published on MyWycombe.

Person Specification

- A good degree in the relevant subject is desirable
- Excellent subject knowledge
- A teaching qualification is desirable although we are happy to consider good graduates who are committed to teaching and boarding life
- The ability to stimulate and foster enthusiasm for Music at a high level, whilst encouraging all pupils to achieve their very best
- An understanding of the importance of monitoring, assessing and reporting on pupil progress, encouraging pupils to take responsibility for their learning
- A willingness to contribute to the wider objectives of the department through sharing resources and organising and attending department events
- The highest level of communication skills for dealing with pupils, parents and staff
- The ability to build a positive and collaborative rapport with pupils and staff alike
- An appreciation of the aims and ethos of Wycombe Abbey.

Special conditions

- Appointment is subject to an enhanced Disclosure & Barring check.

Child Protection Statement:

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.