



Visiting Music Teacher
(Violin)



JOB DESCRIPTION



JOB TITLE

Visiting Music Teacher (violin)

LINE MANAGER

Director of Music

MAIN DUTIES AND RESPONSIBILITIES

- To teach 35-minute lessons to individual pupils as requested by the Director of Music.
- To encourage ambition and high standards in one-to-one lessons.
- To provide a considered programme of study tailored to the needs of the individual pupil in a variety of styles of music.
- To ensure that pupils are aware of their weekly practice requirements.
- To provide feedback to the Music School Manager regarding pupil progress and any cause for concern such as pupil attendance or lack of progress.
- To prepare pupils fully for practical examinations including ABRSM examinations and GCSE/A Level performing recitals.
- To prepare pupils for public concerts and music auditions (e.g. Conservatoire, University, NYO).
- To write reports on each pupil's work and progress.
- To keep an accurate and up-to-date online register of lessons and register pupil absences on each teaching day.
- To participate in meetings as appropriate such as the Visiting Music Teacher INSET and online VMT Parents' meeting.
- To communicate with Tutors, Heads of Year, and Heads of House as appropriate.
- The ability to coach an ensemble/s could be an advantage.
- To operate in accordance with School's policies and procedures as detailed on the School's website and intranet and as set out in the Staff Handbook and elsewhere, ensuring compliance with the School's Code of Conduct, the Safeguarding Policy and Child Protection procedures, the School's Health and Safety policy and the Health and Safety at Work Act.
- To undertake other reasonable tasks relevant to the needs of the School and the Music Department.

SAFEGUARDING AND CHILD PROTECTION

Downe House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Promoting the Welfare of Children policy and procedures at all times.

HEALTH AND SAFETY

All staff at Downe House are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and address minor physical problems by reporting them as maintenance requests through the School's internal IT reporting system.

EQUALITY, DIVERSITY AND INCLUSION

Staff at Downe House are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity and inclusion.

PROMOTING BRITISH VALUES

Downe House recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the School and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-teaching staff, are responsible for promoting these values when opportunities arise.

TECHNOLOGY

As a Showcase School, Downe House is committed to preparing our girls for their future. We use market-leading, Microsoft technologies to facilitate and develop the 21st Century learning skills that they will require to succeed. Skills such as collaboration, problem solving and the ability to use ICT to truly enhance teaching and learning, are now encouraged across all subjects and benefit the entire Downe House community. As a member of staff, ongoing training and support will be made available to you and you may also be provided with a Microsoft Surface.

DATA PROTECTION

All staff at Downe House have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 1998.

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

Downe House is committed to providing Continuous Professional Development opportunities to all our staff. We have a healthy training budget for both external and internal study and regularly organise engaging and topical training events, which staff are invited to attend. We set aside specific times for training and offer a wide range of development opportunities to staff, whatever their role. All new staff also participate in a detailed induction programme to ensure that they are supported during the important first few weeks in post.

Note: This job description is not a comprehensive definition of the post. It will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the holder of the post. Further guidance on the duties and responsibilities of members of staff can be found in the Staff Handbook and on SchoolBase.

PERSON SPECIFICATION



It is anticipated that in order to be successful in this role, you will be able to demonstrate the following:

The successful candidate will have:

- A relevant music degree and/or performing diploma and/or teaching qualification.
- Experience of teaching violin.
- Experience of teaching viola would be an advantage.
- Secure knowledge and understanding of the concepts and skills in this specialist subject.
- Clear understanding of the relevant violin syllabi e.g. ABRSM, Trinity.
- Ability to employ a range of effective and creative teaching, learning styles and assessment methods.
- Ability to use assessment methods.
- Strong command of the subject area.
- Ability to raise achievement for all from the beginner to the diploma student.
- An enthusiasm for music together with the ability to be energetic and willing to motivate students.
- Experience of working in schools would be an advantage.
- Experience of working with young people would be an advantage.
- Flexibility towards teaching hours.
- Competency in the use of ICT.

It is anticipated that the successful candidate will be able to demonstrate the following:

- An appropriate understanding of the whole school business.
- A strong commitment to the Downe House ethos, aims and aspirations.
- Appropriate expertise/knowledge.
- Highly professional approach.
- Integrity.
- Punctuality.
- The ability to prioritise and meet deadlines.
- The ability to work as a member of a team and accept direction.
- The ability to be flexible and adapt to change.
- The ability to be proactive and positive.
- Excellent communications and interpersonal skills.
- Good organisational skills.
- Good judgement.
- The ability to be self-critical.
- The ability to work on own initiative.
- The ability to teach throughout the School.
- Effective classroom management skills.
- The ability to relate well to adolescents and enjoy their company.

- A willingness to participate in the boarding life of the School and contribute to the extra-curricular activity programme.
- A commitment to ongoing training and learning.
- An analytical mind and pro-active approach to problem-solving.
- A sense of humour.