Twyford Church Of England Academies Trust

"I have come that you might have life and have it to the full" John *10 v10*

Job Description

Job Title:	**Instrumental/Vocal Tutor**
Grade:	**Hourly rate £35.27**
Line Manager:	Felix McGonigal, Director of the Music College
Supervisory responsibility:	None
Hours:	Hourly, as required and agreed with the Director of the Music College

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Main purpose of the job – Instrumental/Vocal Tutor

- To provide high quality instrumental/vocal Tutor
- To help widen access to music at the Twyford Trust through a programme of activities which recognise the cultural diversity of the School, as well as the musical talents of our students

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Specific responsibilities and tasks

Provide high quality instrumental / vocal tuition:

- To teach 10 lessons per term, or such other arrangement as is agreed from time-to-time
- To teach a range of students from beginner to advanced level on an individual and paired basis
- To prepare students for entry into ABRSM, Trinity Guildhall, LCM or RockSchool practical examinations as appropriate
- To keep records of attendance and progress made during lessons
- To report on attendance and punctuality of students to parents once per term
- To produce an annual progress report for parents
- To liaise with the Music Team regarding progress and attendance of students
- To recommend students for public performance in line with Music College calendar
- To assist in the preparation of students for performance units of exam specifications at GCSE and A-Level
- To run an ensemble as appropriate

General Duties:

- To comply with the Music College's Standard Protocol for individual, paired and group instrument/vocal tuition (copies available from the Music College Administrator on request)
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- To participate in training, other learning activities and performance development as required
- To undertake similar duties, commensurate with the post, at the discretion of the Director of the Music College

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Key measures of success

- Students are engaged and making good progress towards their learning objectives
- Candidates being entered for appropriately recognised external examinations
- Support for a broad range of activities that help widen access to music at Twyford Trust

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Signatures

Signature of Manager:_____ Date:_____

Signature of Post Holder:_____ Date:_____

Person Specification

Essential	Desirable
• Have Grade 8 ABRSM or equivalent essential; degree or professional instrumental teaching qualification desirable • Have excellent attendance and punctuality • Have strong organisational skills • Be flexible and a real team player • Be keen to develop own professional development either as a lead instrumental tutor or classroom teacher • Be available to teach until 5.30pm at least one day per week • Be available for a minimum of one evening/weekend per term	• Good track record of instrumental exam success

The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see https://www.gov.uk/disclosure-barring-service-check

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.