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**Job Description**

*The* **Visiting Music Teacher** *is responsible to the Director of Music for the conduct of his/her duties.  In short, these duties comprise tasks required to ensure the efficient and effective operation of the School Music Department through the provision of instrumental tuition and general support to the musical activities of the school.  In carrying out their duties, the* **Visiting Music Teacher** *is expected to promote and safeguard the welfare of children with whom they come into contact.  More specifically, the Visiting Music Teacher’s responsibilities are to:*

* Promote and support a positive and inclusive musical education.
* Make reasonable efforts to collect pupils if they are present in school but fail to appear for a timetabled lesson.
* Prepare pupils for music examinations when appropriate.
* Liaise with Director of Music in all timetable matters and alerting her to issues.
* Play a full part in the musical life of the department by training ensembles, taking theory classes and aural classes as appropriate in consultation with the Director of Music.
* Complete a weekly register to record pupil attendance.
* Complete and monitor pupil practice books.
* Partake in the music department and events, preparing pupils for the appropriate informal concerts and preparing ensembles for the large concerts.
* Accompany (organise accompaniment) for pupils taking examinations, or performing in concerts and festivals.
* Order sheet music and accessories for pupils via the music ordering system in place within the department.
* Advise pupils on the purchasing of instruments.
* Write music reports at the end of the autumn and summer terms. These reports need to be completed on the appropriate pro-forma.
* Attend a parents’ meeting in the Spring Term devoted especially to instrumental tuition.
* Attend Music Department meetings at the start of each term.
* Keep up to date with the new examination syllabuses and resources.
* Keep up to date with professional developments.
* To liaise with the Director of Music, other music teaching staff and the teaching staff, supporting and implementing departmental policies.