



# Bedford Girls' School

## Job Description

### Visiting Music Teacher

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Job Purpose:</b>	To be a reflective practitioner: planning, teaching, monitoring and assessing own teaching and the girls' learning and performance in Music; to ensure that high standards of teaching and learning are delivered.
<b>Job Title:</b>	Visiting Music Teacher
<b>Department:</b>	Music
<b>Location:</b>	Cardington Road, Bedford
<b>Reporting Line:</b>	Director of Music
<b>Hours:</b>	On an as advised basis
<b>Principal Accountabilities/Responsibilities</b>	<p>Musical instrument teachers should 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 and in a variety of forms. Musical instrument teachers are required to:</p> <ul style="list-style-type: none"> <li>• Provide tuition to pupils of the School and days at days and times agreed with the School.</li> <li>• Teach pupils, ranging from complete beginners to those of a high standard, the technique and musicianship required to play an appropriate musical instrument, offering encouragement, support and guidance as necessary.</li> <li>• Organise and display timetables of lesson schedules, adhering to the School policy (of lesson rotation, etc.).</li> <li>• Support music ensembles if and when required following consultation</li> <li>• Carry out the administrative procedures of the Department (lesson grades, pupil-absence notes etc.).</li> <li>• Prepare appropriate pupils for Associated Board (or similar) Music Exams.</li> <li>• Prepare appropriate pupils for the practical component of GCSE and A level examinations.</li> <li>• Where appropriate, and following consultation with the Director of Music, organise, promote, rehearse and direct appropriate ensembles as extra-curricular activities.</li> <li>• Prepare pupils for concerts, festivals and competitions (as appropriate) and encourage pupils to take the available opportunities to develop all aspects of their musicianship.</li> <li>• Assess, record and report as required on the development, progress and attainment of pupils.</li> <li>• Promote the general progress and well being of any pupil assigned to her / him.</li> <li>• Provide the Director of Music with such information as is required by the School in relation to the progress of each pupil you teach.</li> </ul>



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	<ul style="list-style-type: none"><li>• Attend parents' evenings and discuss the progress of pupils with their parents.</li><li>• Act in the professional manner of a school teacher, maintaining good order and discipline among the pupils and safeguarding their health and safety, both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere.</li><li>• Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you came into contact.</li><li>• Undertake such training as may be reasonably required by the School to properly adapt to the changing requirements of the School and the role or as may be necessary to fulfil the School's statutory or regulatory obligations.</li></ul> <p>Flexibility: You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.</p>
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You may also be required to undertake such other comparable duties as the Trust/School requires from time to time.



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Person Specification		
	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<p>Music Degree or equivalent</p> <p>Music Diploma Post-Grade 8 Diploma for main instrument/voice</p>	<p>Postgraduate Diploma and/or Master's degree specialising in main instrument/voice/or teaching</p>
<b>Experience</b>	<p>Experience in teaching main instrument/voice</p> <p>Experience in performing at a professional level on main instrument/voice</p>	<p>Experience working in an educational environment.</p>
<b>Knowledge &amp; Skills</b>	<p>Excellent knowledge of pedagogy and technique of main instrument</p> <p>Understanding of national curriculum and examination requirements for music</p> <p>Up to date with professional developments in music and other aspects of education</p> <p>Decision making skills: the ability to solve problems and make decisions</p> <p>Teamwork: the ability to work collaboratively with others</p> <p>Communication skills: the ability to make points clearly and understand the views of others</p> <p>Self-management skills: the ability to plan time effectively and organise oneself well</p>	<p>First class performance skills in specialist instrument/singing.</p>
<b>Personal competencies/ attributes</b>	<p>Ability to enthuse children and adults</p> <p>Possess a positive attitude and approach to change and development</p> <p>Enjoy rising to the challenges inherent in a school environment</p> <p>Lifelong learner</p>	<p>Flexible and firm with the ability to know when to be either</p>