

## PIANO TUTOR

### JOB DESCRIPTION

#### BASIC JOB PURPOSE:

To provide one to one piano tuition to students.

#### MAIN RESPONSIBILITIES:

1	To be responsible for planning, delivering and timetabling piano lessons and for maintaining accurate records of student attendance.
2	To fully support class teachers in all piano tuition integral to public examinations e.g. GCSE/A Level.
3	Where appropriate and in consultation with class teachers/parents, to prepare students for external grading examinations e.g. Trinity College London, Rock School and Associated Board of the Royal Schools of Music.
4	To liaise with the Performing Arts Office Manager in respect of the administrative support required from the school in respect of the examinations above.
5	To be responsible for all financial aspects of lessons, including invoicing parents, following up payments, and adjusting invoices as a result of absence etc.
6	- To be open to supporting your students in public performances, such as assemblies, concerts and within extracurricular activities where viable.
6	To undertake clear and effective communication with parents regarding individual student progress, including weekly practice plans and annual reports in the Spring term.
7	To adhere to the school Code of Conduct for all teaching and non-teaching staff and to actively promote the safeguarding and welfare of students at all times.
8	To liaise and consult with Performing Arts Office Manager about student concerns in respect of attendance, practice and commitment etc.
9	To attend meetings with the Performing Arts Office Manager and appropriate staff to update on student admissions, safeguarding issues, administrative procedures and other related business.
10	To undertake relevant online training via Smartlog as required.