KING EDWARD VI LORDSWOOD SCHOOL FOR GIRLS

Job description for an Instrumental Music Teacher

**1. The Purpose of the Position**

1. To deliver instrumental music lessons to individual students and small groups.
2. To encourage, promote & support music in the school.

**2. Remuneration**

The post holder is paid an hourly rate which is currently £32.30ph (plus £3.89ph holiday pay)

**3. Line Management Responsibility**

The post holder has no direct line management responsibilities.

The post holder is line managed by the Head of Department for Music/Performing Arts.

**4. Generic responsibilities**

1. All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites.
2. All staff must know about their roles and responsibilities under the terms of the school’s Child Protection policy.
3. All staff should be aware of the cultural differences between students dealing with incidents of racism, homophobic bullying & gender stereotyping in accordance with agreed school procedures.
4. Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety.
5. All staff must know what to do in the event of the fire alarm/lockdown alarm sounding.
6. All staff have a responsibility to report potential, or actual, health and safety issues, to the school’s health and safety officer.
7. All staff are expected to participate in the school’s performance review system.
8. All staff are expected to undertake appropriate professional development in relation to their role and responsibilities.
9. All staff are required to attend the meetings published in the school calendar appropriate to their role.
10. All staff are required to follow all agreed school policies and procedures.
11. Staff should at all times set an example of personal integrity and professionalism.
12. All staff are required to perform any other duties, commensurate with the nature and level of responsibility of the post, under the direction of senior staff, to ensure the smooth running of the school.

**5. Specific responsibilities**

1. To arrive with enough time to have equipment set up to start the first lesson promptly.
2. Fulfil the minimum number of lessons for each student during the academic year. This is currently 33.
3. Assist with the music department curricular programme particularly for GCSE and A Level performance examinations but also for junior years where requested.
4. Devise, and provide to the Head of Department for Music/Performing Arts, their own weekly timetables for students taking full account of school and department policies.
5. To keep full and accurate records of weekly attendance and progress of each student.
6. To produce a progress report for each student in the autumn and spring term and a more detailed end of year report in the summer term.
7. Use the school’s information management system (SIMS) register programme to check the attendance and whereabouts of students.
8. Make use of the school’s online calendar to check dates and events relevant to their role.
9. Where possible and reasonable to do so, collect students from lessons when they have failed to promptly attend their instrumental music lesson.
10. Encourage students to take instrumental examinations when appropriate and liaise with the Head of Department for Music/Performing Arts regarding these exams

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1. Help prepare students for concerts and performance events at the school and at music department events outside the school.
2. In addition, Instrumental teachers are encouraged to:
3. Musically direct and be responsible for a small ensemble for their instrument, and possibly related instruments, within the department’s existing extra-curricular programme where this is appropriate.
4. Attend school concerts where their ensemble is performing.

This job description will be effective from 1st September 2025

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_