


Name		<h1>Alec Reed Academy</h1> <h2>Job Description</h2>
Date drafted	October 2016	
Date reviewed	January 2022	
		<p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job expectation at the ARA.</p> <p>It is not intended to be a comprehensive listing of every task that might be called upon to undertake.</p> <p>Neither is it a legal document, although it may be referred to in the Service Level Agreement.</p>
<h3>MANAGEMENT DETAILS</h3>		
Job Title	Peri Music Tutor (Self-employed)	
Location/work base	Alec Reed Academy – Music Department	
Grade/Pay	3 lessons an hour of 20 minutes each. Students will attend each lesson up to 6 students should be taught each hour. Position pays £40 per hour. Payment term is 30 days with invoices to be sent ½ termly.	
Reporting to:	The Board of Trustees through the Principal & CEO	
Line Manager	Subject Leader – Music	
Posts directly supervised:		
Staff or contractors indirectly supervised		
<h3>THE MAIN PURPOSE OF THE JOB</h3>		
<p>The main purpose of the job is to teach a specified instrument to all abilities of children across all year groups. You will also meet the individual needs of students according to ability and experience, grouping students in same/similar ability lessons. The position also provides that you prepare students for external music examinations and for school-based performances and provide reports to the Subject Leader for Music on student progress, for distribution to parents.</p>		

SPECIFIC DUTIES AND RESPONSIBILITIES

To be read with reference to the Service Level Agreement, a copy of which is available from the HR department.

The Peri Music Tutor will be responsible for the following:

- Teach a specified instrument to all abilities of children, across all year groups, both in small groups and individually
- Meet the individual needs of students according to ability and experience, grouping students in same/similar ability lessons
- Prepare students for external music examinations and for school-based performances
- Provide reports to the Subject Leader for Music on student progress, for distribution to parents
- Provide updates as necessary in student attendance
- Ensure up to date knowledge and understanding of the Academy's Child Protection and Safeguarding Policy
- Whilst at work, to take reasonable care for own health & safety and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy work place.
- Any other reasonable ad hoc works or services required.

Terms & Conditions

Self employed basis details as above.