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**JOB DESCRIPTION**

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| **School/College:** | **West Norfolk Academies Trust (based at Springwood High School but working at all Trust schools)** |
| **Job Title:** | **Peripatetic Instrumental Teacher (Self-Employed)** |
| **Grade:** | **£30/hour** |
| **Hours/weeks:** | **Our peripatetic music teachers are self-employed. There are no set hours but Normal working hours will fall between 8:00am and 17:00pm, Monday - Friday. It may be necessary to work outside of these normal working hours at times.** |
| **Responsible to:** | **Director of Music – Springwood High School** |
| **Working With:** | **Music Departments Trustwide** |

**Purpose of the Job**

West Norfolk Academies Trust is actively looking to increase uptake of pupils learning a musical instrument in both primary and secondary schools. We are seeking to appoint inspirational and dynamic peripatetic instrumental teachers to deliver high quality one to one, small group and ensemble tuition across the Trust.

 The successful candidates will be inspiring and experienced teachers, committed to helping develop music provision across all schools within the trust.

We are looking for teachers of all instruments:

Woodwind (Flute, Oboe, Clarinet. Bassoon, Saxophone)

Brass (Trumpet, Trombone, French Horn, Tenor Horn, Tuba)

Strings (Violin, Viola, Cello, Double Bass)

Percussion (Orchestral Percussion, Kit Drum)

**Responsibilities**

* plan individual lessons and overall schemes of work for pupils
* teach individual and/or group lessons lasting from 15 minutes to an hour or longer, usually incorporating elements of general musicianship, such as ear training and theory, as well as instrumental technique and interpretation
* arrange lesson schedules, collect fees and enter students for examinations
* develop your knowledge of materials and repertoire for students at different stages of their musical development
* negotiate time and accommodation slots for school-based music lessons and work alongside classroom teachers on music activities
* communicate with parents about their child's lessons and progress
* establish relationships with schools, local authority music services and others who may be able to offer you work
* develop networks and collaborations with others working in music education in your area
* arrange performance opportunities for your pupils, such as concerts for friends and relatives
* prepare pupils for performances, examinations, auditions and festivals
* work with groups of musicians such as choirs, wind or string ensembles and drumming groups
* ensure that you adhere to health and safety standards, are adequately insured and work in line with child protection legislation

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary. This Job Description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

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**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Music degree |  | **🗸** | Appl |
| Instrumental Teaching Qualification |  | **🗸** |
| Grade 8 in at least one instrument |  | **🗸** |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Significant experience of working with young people  |  | **🗸** | Appl./Ref |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Good organisational and time management skills  | **🗸** |  | Appl/Int/Ref |
| Good communication skills | **🗸** |  |
| Ability to motivate and enthuse pupils | **🗸** |  |
| Ability to set ambitious but achievable targets for pupils | **🗸** |  |
| Passionate about music and instrumental teaching | **🗸** |  |

Appl = Application form Int = Interview Ref = Reference