

Job Description for Associate Teacher

Job Summary

The Associate Teacher is responsible for teaching a musical discipline or disciplines to individuals, classes or groups of learners, as directed, including regular reporting on progress and the control of equipment; and to contribute to the work of St. Columb's School of Music Ltd. in accordance with the policies and practices of the School, specifically to:

- Deliver high quality music teaching across the range of abilities, ages and musical interests;
- Work with the Directors in organising, planning and providing teaching that results in the highest possible standards of musical achievement for all;
- Work with the Directors in the organising and facilitating of events, concerts and various other musical events.

St. Columb's School of Music Ltd. is committed to treating everyone fairly, to challenging inequalities and to promoting equality of opportunity for all. We welcome applications from everyone and value diversity in our workforce.

Main Duties

1. Report to the School of Music Directors
2. To teach one to one lessons
3. To teach small groups/ensembles and take group classes when needed
4. To provide expert advice and guidance for the school in the teaching of music, ensuring the highest possible standard of achievement for all
5. To take responsibility for pupils when delivering music teaching
6. To act as a point of contact for the school on day to day matters relating to the music programme and act to resolve difficulties in the first instance wherever possible
7. To ensure that the equipment used for music is maintained to a high standard and that the Directors are notified if new equipment is necessary.
8. To attend St. Columb's School of Music Ltd. meetings and seek continual professional development in all matters affecting work
9. To be aware of and implement school policies and to actively promote the agreed aims and vision of the school
10. To follow music school guidelines in line with additional requirements from the school
11. Recognise and respond effectively to equal opportunities issues as they arise, by challenging stereotyped views and by challenging bullying or harassment, following relevant policies and procedures
12. Use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment
13. To maintain class discipline in whole class music sessions
14. To promote St. Columb's School of Music Ltd. to enhance students' musical opportunities

15. Attend and take part in any concerts, events or competitions organised by St. Columb's School of Music Ltd. or that the school and its Associates/students take part in, where applicable
16. To formulate lesson plans for pupils at all stages of music ability and skills, from beginners onwards, following clearly structured teaching and using challenging learning activities.
17. Communicate effectively and sensitively with pupils to support their learning
18. Promote and support the inclusion of all pupils in the learning activities in which they are involved
19. Where relevant, work with the other Associates by supporting teaching and learning in the music school
20. Track student progress and compile written reports when requested.
21. Monitor pupils' responses to learning tasks and modify their approach accordingly, giving constructive support to pupils as they learn
22. To work to the curriculum of the chosen external examination board standards and be responsible in notifying the school administrator with any entries into an exam
23. To advise and inform the directors of any progress, or lack thereof, so that parents can be informed on their children's progress
24. Attends to any other task as instructed by the directors

Selection Criteria

To enable us to shortlist in a fair and unbiased way it is absolutely vital that you provide us with sufficient information to demonstrate how you meet or exceed the criteria outlined in the vacancy description. Please include this information in the knowledge, skills and experience section of the application form.

Essential

- Some experience of teaching
- Be competent in their instrument and performing to a high standard
- Have sufficient understanding of their area to support pupils' learning, and be able to acquire further knowledge to contribute effectively and with confidence to the classes in which they are involved
- Be familiar with the age-related expectations of pupils and the main teaching methods in relation to music instruction
- Understand the aims, content, teaching strategies and intended outcomes for the lessons in which they are involved, and understand the place of these in the related teaching programme
- Know a range of strategies to establish a purposeful learning environment and to promote good behaviour

Desirable

- Have experience of working with children
- Have achieved at least a Grade 5 qualification in theory or equivalent musical theory
- The ability to conduct an ensemble

Additional Information

For an informal discussion please contact the school directly to speak to the Directors; Louis Fields and/or Nicky Morton.

DBS: Please note that it is a requirement of employment that an enhanced Disclosure and Barring Service (DBS) check is obtained for this post. This means that you must declare any criminal convictions, cautions, reprimands or final warnings unless these are 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

The Associate shall be wholly responsible for all taxes, national insurance and other contributions which are or may be payable out of, or as a result of the receipt of, any fees or other monies paid or payable in connection with this Agreement.

The Associate shall indemnify and hold St. Columb's School of Music Ltd. harmless against all taxes, national insurance or any other contribution, tax, penalty, interest, levy etc which may be due, or become due, on any fee paid, or in connection with any fees paid by St. Columb's School of Music Ltd. to the Associate.

St. Columb's School of Music Ltd. does not offer any mileage payments or insurance cover outside of the St. Columb's School of Music Ltd. premises.

Salary

St. Columb's School of Music Ltd. shall pay the Associate's fees as invoiced by the Associate in accordance with the schedule of charges as agreed between the parties, along with suitable expenses incurred and authorised by St. Columb's School of Music Ltd..

Hours

Services of an associate are on a required basis and St. Columb's School of Music Ltd. does not make any guarantee of minimum hours or units of work nor of any minimum amount of fee income. Your teaching hours will be granted in accordance with all policies and procedures, availability and the associate's ability. Normal hours fall between the hours of 4.00pm and 9.00pm Monday to Thursday, and/or Saturday morning at the premises of St. Columb's School of Music Ltd. There is also an opportunity to be contracted into other external arrangements (e.g. weddings, concerts or peripatetic teacher in local schools).