



# PINEWOOD

*Est. 1875*

## JOB DESCRIPTION

### VISITING MUSIC TEACHER (WOODWIND)

**Line Manager:** Director of Music

**Notice period:** Half a term

**Paid hours per week:**

1 day per week during term-time – with the possibility for this to increase further.

Hours for this role are dependent on the requirements of the School and as agreed in advance with the Visiting Music Teacher.

Attendance at relevant training sessions at Staff Inset Days will also be required.

#### **Main Tasks**

##### **Music Tuition**

- Providing 1:1 and small group music tuition to pupils for woodwind lessons. To include flute, recorder, clarinet and or / saxophone.
- Ensuring all pupils reach their full potential by delivering engaging and dynamic lessons to the correct standard for every individual pupil.
- Demonstrating correct techniques and performance skills to pupils.
- Preparing pupils for external music exams and music scholarship applications.
- Ensuring proper supervision of pupils during lesson time and ensuring they comply with School rules and Behaviour policies.

**Musical Groups & Events**

- Supporting musical events within the School as agreed with the Director of Music.
- Running and overseeing ensembles for pupils of various ages and abilities in agreement with the Director of Music.
- Preparing pupils for musical performances, concerts and school events.

**Report Writing**

- Providing reports for all pupils in line with the School's reporting cycles and deadlines.
- Ensuring reports are well written and proofread and submitted ready for uploading to the School system.

**School Policies & Procedures**

- To familiarise self with all the general policies across the school and ensure procedures are followed.
- To behave professionally and confidentially with regards to matters of Pinewood and to uphold the traditions and ethos that Pinewood holds dear.
- To be conversant with the Pinewood Mission Statement.

**Safeguarding of Children**

- All staff are responsible for the safeguarding and wellbeing of children in line with the School's Safeguarding (Child Protection) Policy.

**Essential competencies:**

- An ability to teach flute, recorder, clarinet and/or saxophone to the required level.
- Highest level of musical ability including relevant qualifications.
- Demonstrable love of music and teaching.
- Prior experience of teaching music to children.
- Experience of preparing pupils for ABRSM and Trinity music examinations.
- Ability to manage a teaching timetable throughout the day with flexibility to accommodate school and co-curricular events.
- Ability to complete accurate timesheets and registers and to ensure these are submitted within the required deadlines.
- Ability to work in a very busy educational environment.
- Can do attitude, team player.
- Personable attitude, able to correspond directly with parents as required.

**Desirable competencies:**

- Ability to play and teach bassoon.
- Ability to provide piano accompaniment.
- Understanding of the independent education sector.

**Employee Benefits include:**

- Support Staff Pension Scheme
- Free drinks and lunch during the working day
- Free car parking on site
- Cycle 2 Work scheme
- Employee Assistance Programme providing free advice and support to all employees on a wide range of issues.

- Staff Well-Being Programmes and Menopause Support Groups open to all staff.
- GP24 service providing free online GP appointments 24 hours a day.

*Pinewood School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*