

Job Title	Guitar Teacher
Responsible to	Head of Music

Key Responsibilities:

1. To be aware of and comply with school policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
2. To provide teaching and learning to students across the ability and age range.
3. Planning: To plan and prepare schemes of work and individual lessons, appropriate to the needs (e.g. gifted and talented or special educational needs), interests, experience and existing knowledge of the pupils in the group.
4. Teaching: Using teaching methods, which engage students and stimulate their intellectual curiosity.
5. Setting practise tasks: To set tasks to be undertaken as practise, appropriate to students' skill levels and age.
6. Assessment: To assess pupils' work and to record student development, progress and attainment, both at school and elsewhere.
7. Progress: To organise and manage consistent procedures to monitor student progress and attainment.
8. Discipline and relationships: To maintain good order, discipline and respect for others among pupils; to promote understanding of the school's values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning, motivating them to work to their potential.
9. Communication with parents: To build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
10. Reports: To provide annual written reports, relating to the development and learning of individual pupils and groups of pupils.
11. Liason: The teacher will work in liaison, contact and co-operation with: other members of staff, parents, governors, the local community, County support and advisory services.
12. Professional development: To keep up-to-date with current educational thinking and practice
13. Professional development: To maintain and undergo regular observations.
14. To undertake any other duty that may be regarded as being commensurate with the level and general purpose of the post.

Date Approved		Guitar Teacher Signature:
Head Teacher	Grahame Hodson	Signature: