



JOB DESCRIPTION – 2023

Job Title: Harp Teacher

Reports to: Director of Music

Department: Music & Media

Hours per week: Flexible

Key Working Relationships

Director of Music

Assistant Director of Music

Music and Media Department

Music Department Administrator

Tutors

Job Summary

The Harp teacher will be responsible for teaching Harp to a range of students. The teacher will monitor and report on the progress of pupils and students to the Director of Music, will collaborate with the Director of Music to provide enrichment opportunities and will contribute to the school's activities programme.

Duties and Responsibilities

- Preparing pupils for performances, productions, examinations, auditions and festivals.
- Planning individual lessons.
- Arranging weekly lesson schedules in coordination with the Music Administrative Assistant.
- Evaluate pupil performance regularly.
- Accurately updating the assessment, recording and reporting systems to monitor each student progress by the required deadlines.
- Developing knowledge and materials for pupils at different stages of their musical development.
- Maintaining good order and discipline among the pupils.
- Keep up to date with subject developments.
- Contacting the Director of Music in the case of absence and making appropriate alternative arrangements.
- Liaising with other colleagues to provide a range of opportunities for each pupil.
- Providing guidance and advice to pupils and students on vocal matters and on their future careers, including information about sources of more expert advice.

<ul style="list-style-type: none"> Participating in Child Protection training provided by the school when required.
<p>Other</p> <p>The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.</p> <p>The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.</p> <p>This job description and accompanying documentation do not form part of the employment contract.</p>
<p>Terms and Conditions of Service</p> <p>The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.</p> <p>The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.</p> <p>It is a business requirement of the School that the postholder in School for five days per week.</p> <p>The post holder will be required to attend statutory and mandatory training.</p>
<p>Safeguarding and Child Protection</p> <p>It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.</p>
<p>Information Security, Confidentiality and Data Protection</p> <p>During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.</p>
<p>Equal Opportunities</p> <p>The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.</p>
<p>Health and Safety</p> <p>Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.</p>