Guildhall Young Artists
CENTRE FOR YOUNG MUSICIANS

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INSTRUMENTAL TEACHER

Job Description

Role: Guitar Tutor (Primary Years Focus)
Responsible to: Head of Primary Years Programme
Contract and pay: Self employed; £40.50 per hour.

ROLE OBJECTIVE

To deliver inspiring and high-quality music lessons to CYM students, fostering their musical and artistic development in accordance with the School and departmental requirements.

Duties

1. To be responsible for formal scheduled teaching – including individual lessons and group/ensemble work as required – as well as lesson/session planning (content, teaching methods, materials and aids) and assessment (in relation to assigned students). Included within the hours allocated to this work is attendance at meetings and all administration.

2. To monitor the progress and achievement of assigned students throughout their period of study. The tutor will ensure that each student is appropriately challenged and supported, making provision for stretch or additional help where necessary to enable all students to reach their full potential. Additionally, the tutor will be responsible for identifying to the Head of Department those students he/she considers suitable for specific CYM opportunities and will also identify and enter students for examinations as appropriate.

3. To manage the preparation and participation of assigned students where appropriate in a range of activities including concert performances, ensemble and chamber music concerts, internal and external assessments, outreach performances, master classes and workshops, competitions and outside engagements.

4. To contribute to the programme and curriculum development where appropriate.

5. To raise the profile of CYM by promoting the centre in all outside activity and assisting in the recruitment of students with high potential and interest in sustained musical learning.

6. To participate as required in the administration arrangements of CYM, including the writing of annual progress reports for individual students.

7. To carry out other departmental duties from time to time as agreed with the Head of Department and other senior colleagues.

DISCLOSURE & BARRING SERVICES CHECKS & SAFEGUARDING

- To provide the CYM Administrator with evidence of fitness to carry out the services outlined in the form of prior clearance by the Disclosure and Barring Services (DBS) and provide an up to date Disclosure and Barring (DBS) certificate to the City Corporation.

- To at all times be registered with the DBS Update Service and be reimbursed the annual charge on production proof of payment.

- To abide by the Guildhall School/City of London Corporation's Safeguarding Policy and undertake training as required by the Guildhall School.

HEALTH & SAFETY

- To take reasonable care for all health and safety matters in accordance with the City of London Corporation's Health and Safety procedures.

EQUAL OPPORTUNITIES

- To conduct all activities taking account of the Guildhall School's/City of London's Equal Opportunities' policy, ensuring that all clients, contacts, students and employees are treated fairly and with dignity and respect. To promote the Guildhall Schools commitment to equality and diversity and to ensure that all students comply with the policy in all their activities.

CYM Instrumental Teacher – Person Specification

	Essential	**Desirable**
Professional skills, experience and qualifications		
• Significant experience of teaching within your specialist area(s) and as relevant to the role	✓	
• Advanced instrumental skills	✓	
• Professional performing portfolio		✓
• Music degree, diploma or equivalent achievement within your field	✓	
• Experience of teaching within a specialist musical environment		✓
• Ability to create a safe and inclusive learning environment	✓	
Business skills		
• Punctual, organised and prepared	✓	
• Able to develop and sustain positive relationships with CYM colleagues, parents/carers and students	✓	
• Able to commit to delivering lessons on Saturdays	✓	
• Able to communicate effectively both orally and in writing	✓	
• Able to offer career guidance in music to young people		✓
Personal skills		
• Enthusiasm for and commitment to music education/CYM	✓	
• Able to motivate and inspire young people across the ability range	✓	
• Able to manage own workload and meet deadlines	✓	
• Pragmatic, adaptable and solution-focused	✓	
• Self-motivated, self-starter with a calm and professional approach	✓	