



Duncombe School

An Independent Preparatory
School and Nursery

Role Profile: Self Employed Peripatetic Drum Teacher

Term-time on a Monday and Friday from September 2021

Purpose

Key Purpose of the Job

A peripatetic music teacher is required to teach individual pupils drums at Duncombe School. The successful applicant will be an experienced music teacher with the ability to teach up to Grade 6. You will work closely with the Head of Music. You will need to work flexibly around other peripatetic staff and the school timetable.

Key Accountabilities

General Responsibilities

- To teach musical instruments as required by the Head of Music in group and individual settings.
- To support/direct ensembles as directed by the Head of Music.
- To encourage pupils to gain musical knowledge and skills through learning in lessons and through the experience of group music making.
- To foster the self-discipline and social skills necessary for music making
- To enrich the education of each pupil through the provision of appropriate musical experiences and to provide skills that will serve the student for future music making, be it for leisure or professional purposes.
- To inspire a lifelong love and enjoyment of classical and other musical genres.
- To fulfil all directed commitments as required by the Head of Music.
- To assess, in co-operation with the Head of Music, potential pupils' suitability for a particular instrument(s).
- To teach pupils in groups and individually as appropriate to the policies of Duncombe School.
- To plan and keep accurate records of lessons, pupil progress and achievement, keep accurate attendance registers and other such records as required by Duncombe School. To write pupil reports and to attend parents' evenings as required.
- To have and continue to update a thorough knowledge of teaching methods and repertoire and to be able to advise pupils and the school about suitable repertoire and teaching material.
- Within a holistic music education approach, teach and encourage good technique, posture and stylistic awareness on given instrument(s).
- To advise and encourage pupils to take advantage of appropriate musical activities such as choirs, ensembles, competitions and other musical opportunities.

Key Accountabilities (Continued)

General Responsibilities (Continued)

- To prepare pupils, when and where appropriate, for the requirements of The Associated Boards of the Royal Schools of Music examinations, and other music boards as deemed suitable (ensuring that all aspects of the examination requirements are well prepared and organised).
- To be aware of the individual needs' of pupils by liaising with the Head of Music, Form Teachers and parents, as appropriate.
- To prepare pupils for performances at recitals, concerts, church services, competitions as required.
- To take part in performances with pupils and other instrumental staff at recitals, concerts and church services as required.
- To advise parents and pupils on the appropriate choice and purchase of instruments, music and accessories
- To attend meetings as directed by the Head of Music.
- To perform other such duties related to the job purposes as may be required from time-to-time.
- To practice and uphold the policies and requirements of Duncombe School.
- This post requires teachers to be self-reliant and to be committed to equality principles and practices.

Shared Responsibilities

All members of staff have shared responsibility to comply with all policies and procedures and most importantly those relating to Safeguarding, Safer Recruitment, Child Protection, Data Protection, Human Resource issues and Health and Safety.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

Key Stakeholders

Internal: All school non/teaching employees, pupils.

External: Education establishments, suppliers, parents.

Terms & Conditions

Hourly Rate

In the region of £33.00 per hour dependent on qualifications, skills and experience, this includes an element of holiday pay. This commitment is currently a Monday and a Friday and approximately 8 hours a week in total.

Invoicing

Monthly invoices for services provided must be presented to the school within 2 working days of the end of each month. Payment is normally made 30 days after the presentation of the invoice via bank transfer.

Contract Type

Part-time, term-time only with **no term-time leave allowed**. This is a self-employed position, and you are responsible for your own tax and national insurance matters.

Application Process

Please note that all applicants are required to complete the Cognita Application Form which can be downloaded from the following website:

www.duncombe-school.co.uk

CVs may be submitted in support of the application Form but CVs on their own are not acceptable.

Applications by post and email are permitted. The school is looking to interview at the earliest opportunity, so applications will be reviewed once they are received and therefore this vacancy may be withdrawn at any time.


Closing date for application: 9.00am on Monday 21st June 2021.

Interview date: W/C 28th June 2021

Please send your application and a covering letter to:

Mrs Emma Webb, Headmaster's PA, Duncombe School, 4 Warren Park Road, Hertford, SG14 3JA

Telephone: 01992 414100 Email: emma.webb@duncombe-School.co.uk

Name:	Ian Thomas
Job Title:	Business Manager
Signature:	
Date:	Friday 4 th June 2021