**SPECIFIC DUTIES FOR VISITING MUSIC TEACHERS**

The fundamental vocation underpinning our work as educators is to encourage and enthuse students with active participation in music of all genres and styles without discrimination.

Kindling latent talent and ensuring that all students are given the opportunity to develop the skills necessary for the lifelong appreciation and enjoyment of music are a shared responsibility for those who work in the Music Department.

The visiting music teachers (VMTs) contribute to the effectiveness of the Music Department through the teaching of their specialisms and integral involvement with the performing component of the IB Music course. As well as their preparation of students for examination and teaching of those who learn solely for enjoyment, they also support school concerts and events by preparing students and performing themselves.

The specific duties associated with the role of visiting music teacher are:

* to plan and deliver lessons tailored to the ability and requirements of each student, including instruction on an effective practice methodology;
* to agree with the Head of Music a timetable for each student which aims to deliver a minimum of 30 (Pre-IB and IB1) or 28 (IB2) and a maximum of 35 lessons spread evenly over the academic year;
* to register student attendance promptly;
* to prepare and submit progress reports to a schedule published by the Head of Music;
* to relay promptly any concerns about a student’s progress or welfare to the Head of Music;
* to ensure a positive safeguarding culture by attending annual safeguarding training sessions, maintaining a working knowledge of the UK governments’ statutory guidance [Keeping children safe in education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2), and reporting promptly any safeguarding concerns or misconduct to the designated safeguarding lead or other member of staff;
* to prepare pupils for performance in concert, competition or examination as appropriate, ensuring that the relevant requirements are satisfied and assessment criteria understood;
* to encourage students to participate in musical activities proffered by the Music Department; and,
* to have and continue to update a thorough knowledge of teaching methods and repertoire.

**Payments to visiting music teachers**

The Payroll Administrator publishes a schedule of dates by which time monthly pay claims should be submitted via the Head of Music. The prompt payment of pay depends on the timely submission of student registration data from the VMT to the Head of Music. Data that is submitted late is accounted for in the following pay period.