



PEPONI

HOUSE

Job Title: Self-employed ABRSM Music Theory Teacher

Reports to: Director of music and Performing Arts

Department: Music

Core Purpose

To teach individual ABRSM (Associated Boards of the Royal Schools of Music) Music theory lessons to pupils, as requested by the parents, and to prepare pupils, as appropriate, for Grade 5 ABRSM Music Theory examinations.

Team Responsibilities

To work with the Director of Music, Head of Drama, School Office and SMT for the benefit of the school community. To liaise with these staff regarding timetabling, pupil lists, exam organisation and preparation, and to support pupils in their preparation, as appropriate, for school events.

Key Qualities Required

- Strong subject knowledge of teaching individual lessons.
- Strong organisational skills, including experience of information exam entry and record keeping.
- Good teamwork skills, and the ability to work collaboratively.
- Having a strong sense of duty to those in your care and a problem-solver.
- Communicate well, both on paper and verbally.
- Display a working knowledge of the ABRSM Music Theory exam guidelines, syllabus requirements

Key Tasks & Responsibilities

- Planning, preparation and delivery of ABRSM Music Theory lessons.
- Recording and reporting on the development, progress and attainment of pupils.
- To communicate effectively with pupils and parents.
- Preparing pupils for examinations and assisting in the examination entries.
- Promoting the general progress and well-being of individual pupils, and groups of pupils.
- Participating, as required, in meetings at the school that relate to the curriculum or the administration or the organisation of ABRSM Music Theory lessons.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere, as required.
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Safeguarding

The post holder's responsibility will be to adhere to and ensure compliance with the School's Safeguarding Policy at all times. This means promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact with. If in the course of carrying out their duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Leads or to the Head.