

Job Description

Job Description

Job title: Guitar Tutor

Responsible to: Music Lead

Teaching:

- Teach small groups and individual students at a range of levels
- Teach 10 music lessons per term for each group/individual
- Provide appropriate teaching which will challenge, motivate and inspire pupils
- Give weekly practice notes for pupils in notebook
- Ensure pupils have sufficient music of an appropriate level to practice each week
- Prepare pupils for music exams, concerts and other musical events where appropriate

Management and Administration:

- Collect register from the office at the start of the session
- Keep a detailed attendance record, lesson by lesson
- ***In extenuating circumstances***, it may be possible to grant leave with advance notice of any weeks you are unable to teach and consult with the Music Lead to make up any lesson
- Let the Music Lead know as soon as possible if you have any concerns about individual pupils' progress, attitude, behaviour etc
- Assess, record and report on the development, progress and attainment of pupils at the end of each term

Professional Development:

- Keep abreast of developments in teaching methods and pedagogy, in order to maintain a high level of professional competence. Participate in the Compass Professional Development programme as may be necessary

Safeguarding:

- To understand and commit to the safeguarding and welfare of all pupils

Job Description

- Ensure children are collected and returned safely to their classes
- To ensure children are collected by their parents if lessons take place after normal school hours.

Postholder's signature:

Print name:

Date:

Signed on behalf of the school:

Person Specification

Job title: Guitar Tutor

Responsible to: Music Lead

- To have relevant experience of working with children
- A Diploma and/or Music Degree
- To be committed to the agreed work schedule at the school
- To be reliable
- To work under the guidance of the Music Lead
- To work as part of a team
- To be flexible
- To be committed to the school's Equal Opportunities and Inclusion Policies
- Appointments will be subject to pre-employment procedures including satisfactory references and enhanced DBS clearance

December 2025