

Tonbridge Grammar School

Deakin Leas, Tonbridge, Kent TN9 2JR
Tel: 01732 365125 office@tgs.kent.sch.uk

TONBRIDGE GRAMMAR SCHOOL PROFILE

Role Title:	Private Music Teacher
Role Holder:	
Line Managed By:	Subject Leader Music
Date:	Revised January 2020
Role Purpose To secure and maintain high quality learning and teaching in order that students are able to make progress and achieve to their potential as successful, resilient and independent learners.	
Key Areas of Impact Strategic Direction <ul style="list-style-type: none">• To establish and uphold the ethos of the school with students through the full implementation of student-centred policies.• To implement school policy and procedure reflecting the school's commitment to high achievement, ensuring each student is treated as an individual and able to develop as;<ul style="list-style-type: none">○ Successful learners who enjoy learning and achieve their academic potential○ Confident individuals able to live safe, healthy and fulfilling lives○ Responsible citizens of this school and the wider community• To ensure professional conduct at all times, and not bring the Private Music Teacher service or School into disrepute. Teaching and Learning <ul style="list-style-type: none">• To deliver 30-minute individual lessons to students on the assigned day, appropriate to the standard of the students allocated.• To record attendance and progress using the School profile sheets or the digital equivalent• To record and plan student lessons using the student planner• To have up-to-date knowledge of and prepare students for instrumental examinations as appropriate• Communication with students and parents should only be conducted either via the student planner or the School email system, copied to the Subject Leader Music.• To maintain up to date records of TGS owned instruments being used by students, in the signing out book in the Music Office• To complete necessary child protection training and participate fully in activities that ensure the School stays compliant with statutory child protection and safeguarding guidelines. Logistics <ul style="list-style-type: none">• Changes of day are to be negotiated with the Subject Leader Music	



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- No guarantees are given as to student numbers and students are allocated by the Subject Leader at their discretion
- Student numbers are for one term (ten lessons) at a time only and may rise or fall. Notice periods are displayed on the school website: <https://www.tgs.kent.sch.uk/music-tuition>

Quality Assurance

- To evaluate the impact of their teaching on the progress of all learners and modify their planning and classroom practice where necessary.
- To be prepared to have lessons observed by the Subject Leader once per annum

Resource Management

- Follow school procedures in the allocation and use of resources to support effective learning and teaching.

Knowledge & Skills:

Private Music teachers should demonstrate knowledge and understanding of:

- The ISM Members Code of Conduct and Dignity at Work Code of Practice.
- To have up-to-date knowledge of instrumental examinations as appropriate
- All School policies (available via links within the Safeguarding Training for peripatetic Teachers powerpoint)
 - Child Protection and Safeguarding Policy
 - SEND Policy
 - EAL Policy
 - TGS Equality Statement
 - Health and Safety issues as they relate to Music
 - TGS Staff Acceptable Use of ICT Statement

Professional Standards

- It is important to recognise that the professional standards expected of Tonbridge Grammar School teachers are extended to Private Music Teachers and should be maintained at all times. Private Music Teachers should recognise that they are role models for the students in many respects.
- Such professional standards would include:
 - Dress: staff are required to dress formally and appear clean and smart at all times.
 - Punctuality: this is expected in all aspects of work,
 - Duty of Care: keeping our students safe and acting in the child's best interest at all times,
 - A position of trust, being seen to be demonstrably fair, even-handed and consistent in dealing with students,
 - Propriety and behaviour: all teachers are expected to adopt high standards of personal conduct,
 - Taking good care of the fabric of the school,
 - Being aware of and adhering to the Acceptable Use of ICT Statement when using the School network.

Personal Qualities

Self-awareness

Social Awareness



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Emotional self-awareness
Accurate self-assessment
Self confidence

Self-management

Emotional self-control
Transparency
Adaptability
Achievement orientation
Initiative
Optimism

Empathy
Organisational awareness
Service awareness

Relationship management

Developing others
Conflict management
Teamwork and collaboration

Additional Notes

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

The school will endeavour to make any necessary reasonable adjustments to the role and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This role profile is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the role commensurate with the grade and role title.

Please sign and return one copy to the Head Teacher's EA.

Signed by Head Teacher.....

Signed by Post Holder.....



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