

**JUNIOR GUILDHALL AT FELSTED
STRING TRAINING PROGRAMME PROFESSOR
Class Teacher**

Job Description

Date: May 2017

Responsible to: Head of Junior Guildhall, Head of Junior Music Courses & Head of Strings

Responsible for: Students.

Grade: Hourly Paid £34.52

ROLE OBJECTIVE

To teach music students aged between 4 and 11 according to own specialism, in accordance with the School and departmental requirements and to guide their musical and artistic development.

Duties

1. To be responsible for formal scheduled teaching, tutorials and assessment (in relation to assigned students) in line with the String Training Programme class syllabus. Included within the hours allocated to this work are the preparation of learning materials, research and other forms of scholarly activity including attendance at meetings and all administration.
2. To monitor the progress and achievement of students throughout their period of study.
3. To manage the preparation and participation of assigned students where appropriate in relevant performing activities.
4. To participate, if requested, with the Head of Junior Guildhall and other senior colleagues in the auditioning and admissions procedures (for an additional fee).
5. To participate, if requested, with the Head of Junior Guildhall and other senior colleagues as a member of a panel for student assessments (for an additional fee).
6. To contribute to programme and curriculum development where appropriate.
7. To raise the profile of Junior Guildhall and Felsted School by promoting both institutions in all outside activities and assisting in the recruitment of students of the highest quality.
8. To liaise with other providers of student support services within the Guildhall School and provide advice to students with special learning needs.

9. To participate as required in relevant administration arrangements of Junior Guildhall at Felsted.
10. To liaise with other School Departments on collaborative activity where appropriate.
11. To carry out other departmental duties from time to time as agreed with the Head of Junior Guildhall and Head of Junior Music Courses.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the Guildhall School.

HEALTH & SAFETY: To take reasonable care for all health and safety matters concerning myself and those around me, in accordance with the City of London Corporation's Health and Safety procedures.

EQUAL OPPORTUNITIES: To conduct all activities taking account of the City of London's Equal Opportunities' policy, ensuring that all clients, contacts, students and employees are treated fairly and with dignity and respect. To promote the City's commitment to equality and diversity and to ensure that all students comply with the policy in all their activities.

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Person Specification**

	Essential	Desirable
<p>Technical skills, qualifications and experience</p> <ul style="list-style-type: none"> • Significant experience of teaching specialism in particular in relation to beginners and children aged up to 11 • Experience of teaching within a specialist musical environment • Performing career • Music degree, diploma or equivalent. 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
<p>Business Skills</p> <ul style="list-style-type: none"> • Able to communicate well effectively both orally and in writing • Able to develop & sustain relationships with Guildhall School colleagues, clients & students • Able to work as part of a committed team • Able to give regular lessons on Saturdays 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	
<p>Personal Skills</p> <ul style="list-style-type: none"> • Ability to motivate and inspire young people • Enthusiasm and commitment to Junior Guildhall • Ability to prioritise and manage own workload • Ability to be logical and able to apply an innovative approach to problem solving • Self motivated, self-starter with a calm and professional approach • Efficient, organised & able to meet deadlines 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	