



ESMS

*A unique family of
independent schools
for boys and girls*

VISITING MUSIC TEACHER

Job Description

Visiting Music Teachers (VMTs) are self-employed musicians who teach individual music lessons to ESMS pupils, often contributing further to the musical life of the school. This might be through involvement in coaching, rehearsing and performing on occasions in support of the full-time academic staff.

1. To teach 30 lessons of 30 minutes for each pupil allocated across the academic year. Lessons should be generally taught on a weekly basis with approximately 10 lessons being taught in each term.
2. To begin all lessons punctually, informing the Music Administrator of unavoidable lateness or sickness at the earliest possible opportunity.
3. To dress in a professional manner as expected of any member of the teaching staff.
4. To organise your teaching timetable well in advance in accordance with the Music Lesson Times informing pupils of their lesson times at least 2 weeks in advance.
5. To agree any additional hours of teaching with individual pupils, group coaching or any similar work with the Director of Music in advance.
6. To write reports for all pupils in accordance with the schools' reporting schedule.
7. To maintain regular contact with parents, including issuing contracts and invoices for payment.