



JOB DESCRIPTION

JOB TITLE: ASSOCIATE TEACHER

Job Purpose:

- To deliver instrumental/vocal/theory lessons (as requested) to children and young people in groups/individually as required, using a range of appropriate and recognised techniques/repertoire
- To teach Wider Opportunities/Large group/Ensemble Sessions (as requested, enhanced hourly rate)

Accountable to: RMT Team Leader and Lead Teacher

Key Responsibilities:

- To effectively plan and deliver engaging lessons/sessions which inspire and enable pupils to thrive and progress on their chosen instrument
- To set achievable learning goals for each pupil that support and encourage progression at the appropriate level and rate
- To create and maintain clear records of individual pupil progress and attainment which may be used as a point of reference throughout the academic year and in the end of year report to parents
- To ensure that Practice Notebooks are used with all students for record keeping and as a clear means of communication between the teacher and parent
- To respond to emails from parents as and when required
- To ensure that pupils who wish to take them are fully prepared for instrumental/vocal/theory examinations
- To give specialist advice to pupils and parents as required
- To work with RMT Admin to organise effective teaching groups and clear timetables, ensuring they are ready and workable by the stipulated deadline(s) throughout the academic year
- To keep an accurate register of pupil attendance and report any extended absences to RMT Admin
- To maintain accurate on course lists, recruiting new pupils as and when required
- To liaise with school Admin Teams, Music Coordinators and/or Heads of Music to ensure the smooth delivery of RMT lessons/sessions and all related activities
- As an individual representing RMT, to understand the importance of behaving professionally, actively supporting and promoting the work and values of RMT at all times
- To be prepared when asked to contribute to other paid activities (courses, projects, events)
- To attend occasional staff meetings/ training sessions



PERSON SPECIFICATION

Qualifications

- Degree level music qualification or equivalent
- Demonstrable and successful teaching experience in a variety of settings/age groups
- Examples of other relevant education experience and/or CPD are desirable

Skills/ Knowledge/ Experience

- Experience of instrumental/vocal music teaching within an educational setting to at least ABRSM grade 8 or equivalent
- Knowledge of appropriate teaching materials and related repertoire across the ability range
- Ability to fully prepare pupils for instrumental/vocal/theory examinations
- Experience of, and a commitment to, teaching in groups
- Reliable with excellent interpersonal and organisational skills
- A positive, enthusiastic, adaptable outlook with a committed attitude to teaching and pupils
- Ability to work both independently and as part of a team
- Ability to accompany pupils (desirable where appropriate)

Other

- Willingness to abide by the RMT Equal Opportunities Policy
- Commitment to the RMT Quality Assurance process
- Willingness to undertake an enhanced DBS certificate check
- Willingness to complete Current level 2 safeguarding certificate (arranged by RMT)