



## Job Description

<b>Job Title:</b>	<b>Teacher of Trumpet</b>
<b>Department:</b>	<b>Music</b>
<b>Responsible to:</b>	<b>Director of Music</b>
<b>Last reviewed:</b>	<b>February 2024</b>

### Job Outline

An inspirational and committed Teacher of Trumpet is required to teach and help foster the strong musical tradition of Haileybury. It is expected that the successful candidate will be willing to contribute fully to the busy programme of ensembles and concerts within the School.

### Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

### Duties

- Be fully committed to maintaining the Department's high standards by showing a dynamic and inspirational approach to the subject and enthusing pupils with a love of music.
- Be fully committed to the ethos of the Department and willing to follow good practice guidelines as may from time to time be advised by the Director of Music.
- Coach individuals and groups of pupils ranging from beginners to diploma level when required.
- Be reliably available for teaching every week (hours to depend on pupil numbers).
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- To maintain a code of confidentiality commensurate with the role.
- To remain up to date with all appropriate practices, procedures and regulatory requirements within your allocated areas of responsibility.
- To undertake duties in line with established Haileybury practices and protocols.
- To ensure that all work is supported with an appropriate paper trail i.e. supported by a filing system that contains clear and accurate working papers.
- To make use of appropriate computer software, equipment and facilities in order to complete duties in the most efficient and effective way.

## **Other Requirements**

### *Safeguarding and Child Protection*

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

### *Health and Safety*

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

### *Equality, Diversity and Inclusion*

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

### *Code of Conduct*

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

### *Data Protection*

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

## Teacher of Trumpet Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Hold a degree, diploma or equivalent qualification relevant to the role	✓	
<b>Knowledge, Skills and Experience</b>		
Excellent knowledge of repertoire (solo, symphonic and chamber) and experience of coaching in their specialist area	✓	
Experience of teaching or tuition and knowledge of the exam boards requirements for grades and diploma qualifications		
Extensive concert and performance experience	✓	
Basic piano skills and excellent musicianship	✓	
High level of computer literacy	✓	
Experience of working in a school or other educational establishment.	✓	
Excellent organisation and time management skills	✓	
<b>Personal Attributes</b>		
Good understanding of working in a school and a residential environment	✓	
Ability to communicate effectively with pupils, parents and colleagues	✓	
Ability to work in a team and individually	✓	
Willingness to work flexibly	✓	
Willingness to work flexibly and the ability to adapt to the needs of the role	✓	
Professional, conscientious and reliable	✓	