

Job Description & Person Specification

Role: Assistant Piano Teacher (part-time)

Reporting to: Director of Music

Location: Stoke D'Abernon, Cobham, Surrey

Background:

The Yehudi Menuhin School is a small independent specialist residential music school, located in Cobham, Surrey, which educates nearly eighty gifted string players, pianists and classical guitarists, aged between eight and nineteen years old. Students come both from the UK and from all over the world. Two thirds of the pupils are supported by the Department for Education's Music and Dance Scheme; the remainder are funded by a combination of the School's own bursary funds and parental contributions. The vast majority of leaving students go on to further study with the instrumental teacher of their choice at a conservatoire either in the UK, in Europe or in the United States.

The role:

We are looking to appoint an Assistant Piano Teacher with effect from 9 September 2019. This is a part-time post (currently 18 hours per week, term-time only), working alongside our principal piano teachers. The Assistant's job is to help the pupils (usually the younger ones or those new to the School) to practise efficiently and prepare for their lessons with the principal teachers. It is expected that candidates will be first-rate pianists, preferably with teaching experience at some level.

Assistant Teachers report to the Director of Music and are required to attend such staff meetings and training sessions and undertake such other duties as the Head may require.

Key duties

- To work as Assistant Piano Teacher at The Yehudi Menuhin School under the direction of the Director of Music.
- To assist, and liaise closely and regularly with, the principal instrumental teachers with regard to the musical needs and development of the pupils allocated to them.
- To monitor and supervise the practice of each pupil assigned to them and to be readily available to help with any technical or musical problems which may arise.
- To attend pupils' lessons with principal instrumental teachers as directed by the Director of Music.
- To assist in preparing pupils for concerts, both inside and outside the school.
- To attend all Music Staff and Full Staff Meetings, as well as all statutory training sessions at which your attendance is required by the Head.
- To assist the Head, Director of music and other staff in the supervision of the pupils.
- To undertake such other duties as the Head may reasonably require.

The school will engage the services of the successful candidate on a self-employed basis. The hourly rate is currently £35. In addition, Assistant Teachers receive a per pupil per term allowance of £20 (which covers their attendance at staff and other meetings), four weeks' holiday pay, and a travel allowance of up to 50 miles each way.

As self-employed persons, Assistant Teachers are responsible for all income tax liabilities or similar contributions in respect of any payments for lessons provided to pupils of the School. They are expected to invoice the school regularly for hours taught and arrange for a deputy if

necessary. A deputy must be drawn, or added in advance of their teaching, to the School's agreed deputy list and have been appointed in accordance with the school's safer recruitment policy.

If Assistant Teachers are working until the end of morning school, a free school lunch is available in the School's dining room during term time. Free refreshments are also provided at morning and afternoon breaks in the Staff room.

Closing Date: Tuesday 30 April 2019

Applications must be made using the School's application form which can be downloaded from the School's website: <http://www.menuhinschool.co.uk/school/information/employment-opportunities>

Please note that a CV without a completed application form will **not** be considered.

Applications should be sent to Cathy Whitnall, Music Administrator, the Yehudi Menuhin School, Stoke d'Abernon, Cobham, Surrey KT11 3QQ or cathy.whitnall@menuhinschool.co.uk.

The School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

The School is a Registered charity: 312010