



## **Donegal Music Education Partnership**

### **Music Tutor – Job Description**

The professional instruction and other duties require that:

1. The tutor shall give instruction in the subject matter of the syllabus to the satisfaction of the Music Development Manager/Adult Education Officer.
2. In addition to the work in class, the tutor is required to fulfil such other duties incidental to the proper management of and the testing of the progress of his/her class as may from time to time be required: the payments made for actual class contact hours cover these incidental duties.
3. Tutors are expected to arrive at a reasonable time before the commencement of the class, so as to enable the class to start at the scheduled hour. They shall record their attendance by whatever system is prescribed.
4. Any tutor who comes late shall be liable to forfeit all or part of his/her remuneration. The same rule will apply to early departures.
5. When a tutor is unable to attend his/her class he/she must notify the Music Development Manager/Adult Education Officer as early as possible.
6. Where a tutor is absent the Music Development Manager/Adult Education Officer may engage a substitute in his/her stead. No payment will accrue to the tutor in respect of instances such as this.

In addition to the foregoing the music tutor will be expected to:

- Be punctual for all classes
- Ensure all communications with students is appropriate.
- Encourage students and give praise as appropriate.
- Treat the student with respect.
- Offer music guidance sensitively with regard to examinations, further career in music, choice of instrument, membership of ensembles or choirs.
- Listen to and respect concerns which students may have with regard to their musical progress.
- Offer constructive guidance to parents with regard to their child's musical progress.
- Prepare students for RIAM/or equivalent exams if appropriate, in their chosen instrument/voice.
- Check the appropriate syllabus and ensure that they have chosen the correct pieces for the examination.
- Ensure that the student is fully equipped with the necessary theoretical knowledge to proceed with the examination.
- Attend training days or workshops which are provided by the management of Co. Donegal VEC Music Education Partnership and where possible, master classes which are recommended by management.
- Assist with the student ensembles/choirs in performances.
- Organise end of term concerts and parents nights with management support.
- Guide and encourage those taking tuition to join a relevant ensemble or choir.
- Familiarise themselves with the extensive work of Co. Donegal VEC Music Education Partnership countywide.