



## **Tutor Job Description**

**Responsible to:** Saturday Music Charitable Trust Board  
Director, Saturday Music  
Operations Manager, Saturday Music

### **Purpose of the position**

The Tutor position involves teaching groups of young students instrumental and other related music skills (eg. theory, aural).

### **Key Roles**

#### **1a. Teaching and Learning: Student**

- Plan an appropriate programme of learning for allocated instrument classes
- Deliver the programme effectively to students in the allocated classes
- Set up and pack up the classroom
- Contribute to the development and review of the instrumental programme
- Contribute to the End of Year concert and other performance opportunities

#### **1b. Teaching and Learning: Personal**

- Complete a Professional Development Consultation
- Commitment to participating in appropriate professional development opportunities
- Attend and contribute to Tutor meetings

#### **2. Student Relationships**

- Establish and maintain positive and effective relationships with students
- Motivate students to achieve
- Set and uphold high standards of student behaviour

#### **3. Assessment**

- Know student needs and capabilities and plan for and respond to these
- Assess the progress of each student regularly through formal and informal processes
- Communicate progress/ problems to parents/ caregivers, as required

**4. Resources**

- Follow Saturday Music procedures for repairing instruments, photocopying etc
- Assist in maintaining instruments/ equipment in good repair
- Recommend resources for purchase to the Curriculum Supervisor

**5. Administration**

- Complete a weekly attendance register

**6. Other**

- Other duties as may be required from time to time