ST ORAN'S COLLEGE

Teacher in Charge of Music

TENURE: Full time, permanent
RESPONSIBLE TO: Principal

PERSON SPECIFICATION	
1.	I Exhibit the professional qualities of a teacher as described in the Professional Standards.
2.	I Establish and maintain effective relations with students.
3.	I Maintain a positive learning environment.
4.	Oversight of/manage weekly rehearsals, planning/ goal setting for group's participation in school performances/events.
5.	Communicating with Senior Leadership team members/ Event Manager or other staff about the event programme, performance requirements etc.
6.	Ensure students can set up and pack down music gear effectively where and when required.
7.	Recording any instrument maintenance issues, ensuring items to go off for repair and assisting with easy maintenance e.g. replacing strings if required etc.
8.	Carry out all administrative tasks as required. This includes enrolment of students in the music itinerant programme, advising of invoicing for tuition/ instruments, music scholarship etc.
9.	I Be the first point of contact in communications with parents who have daughters involved in the music itinerant programme.
10.	Participate in the wider life of the school/ extracurricular school events. Ensure Music Itinerant teachers are aware of school events by providing them with advance notice of school events, especially if their group is playing.

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