

Job Description

Part-Time Instrumental & Vocal Music Teacher

Reporting to: Head of Department (Music)

This job description should be read in conjunction with individual contracts. Ideally the job description will be reviewed annually and may be subject to amendment or change at any time after consultation with the member of staff. This should not be viewed as an exhaustive list but sets out the main expectations of TISB in terms of professional responsibilities and duties.

Finally, the member of staff will carry out any other duty which is within the scope, spirit and purpose of the school as requested by the Principal.

Key duties and responsibilities

Teaching & Learning

- Deliver high-quality instruction in one or more of the following areas:
 - Strings (violin, viola, cello, double bass)
 - Guitar (acoustic, electric, bass)
 - Piano/Keyboard
 - Drum Kit / Percussion
 - Western Vocal / Indian Vocal (Carnatic/Hindustani)
- Conduct lessons in both individual and small group settings.
- Prepare students for graded examinations (e.g., Trinity, ABRSM, Rock school or equivalent boards) from beginner to advanced levels.
- Develop students' technical proficiency, musicality, and performance confidence.
- Select appropriate repertoire suited to each student's level and goals.
- Maintain records of student progress and provide regular feedback.

Performance & Ensemble Work

- Prepare students for school concerts, recitals, and showcase events.
- Coach and direct ensembles such as:
 - Bands, orchestras, chamber groups
 - Choirs or vocal ensembles
 - Percussion or rhythm groups
- Accompany students where appropriate (especially for vocal/piano teachers).
- Encourage participation in internal and external performances.

Curriculum & Resource Development

- Contribute to the development and updating of schemes of work and teaching materials.
- Arrange or adapt music suitable for ensembles or student performances.

- Integrate technology and music software where appropriate.

Co-Curricular Contribution

- Support the wider music programme through:
 - Clubs, ensembles, and workshops
 - School productions and interdisciplinary events
- Be available to assist with rehearsals and performances beyond lesson times, including occasional Saturdays if required.

Department Responsibilities

- Attend department meetings and moderation sessions as required.
- Collaborate with colleagues to ensure consistency in teaching and assessment.
- Support departmental initiatives to increase student enrolment and engagement.

Pastoral Responsibilities

- Maintain a safe, inclusive, and disciplined learning environment.
- Monitor student wellbeing and raise concerns where necessary.
- Uphold school expectations regarding behaviour, safeguarding, and conduct.

Professional Responsibilities

- Support and uphold the ethos and values of the school.
- Be familiar with and adhere to:
 - Staff Handbook
 - School policies (including safeguarding and health & safety)
- Attend:
 - Staff meetings
 - Parent-teacher conferences
 - School events (concerts, open days, etc.)
- Ensure punctuality, professionalism, and completion of all required documentation.
- Notify absence in advance and provide appropriate cover work.
- Engage in ongoing professional development and training.

Additional Skills (Desirable)

- Ability to:
 - Arrange or compose music for student ensembles

- Work across multiple styles (Western classical, contemporary, Indian classical, etc.)
- Use DAWs or music technology tools
- Basic knowledge of instrument care and maintenance (where applicable)

General Expectations

- Demonstrate flexibility as a part-time faculty member, adapting to student schedules and enrolment patterns.
- Maintain high standards of communication with students, parents, and staff.
- Actively contribute to the growth and visibility of the music programme.

Professional Conduct

The staff member actively promotes and upholds the TISB vision and mission with integrity. As a positive role model and subject-area expert, the staff member builds strong relationships with colleagues, students, parents, and the wider school community, contributing meaningfully to the collaborative and inclusive culture of the school.

The staff member demonstrates professionalism through punctuality, ethical behaviour, respectful communication, adherence to school policies, and maintaining a professional appearance, including following the school's dress code.

Version History Table

S/No	Date	Version	Description of Change
1	April 2026	V1.0	Created
2			
3			
4			
5			