



Ealing Music Service

Code of Conduct for Sessional Music Teachers

All teachers who are commissioned to carry out work for Ealing Music Service are advised to read the following document:

Tutors/Teachers/Consultants are commissioned to:

- Provide music tuition to pupils either individually or in groups in schools and music centres as required.
- Lead and/or assist with recruitment workshops and ensembles, which may be centrally based.

Such Tutors/Teachers/Consultants are expected to:

- Teach for 10 sessions on average each term (30 weeks per year).
- Aim to teach lessons on the same day each week.
- Make assessments of all pupils twice a year and maintain records of each pupil's progress and attendance.
- Issue reports (normally twice a year at the request of the Music Service).
- Help where possible in ensemble work and musical performances.
- Be aware of the developments in the classroom, National Curriculum requirements, Safeguarding issues and assist in the school where requested by schools.
- Take all possible measures to ensure that pupils attend lessons by following up apparent/actual absences.
- Be punctual at all times and notify the school/Music Service of any absence.
- Ensure that lessons begin on time and pupils receive their full entitlement.
- Liaise with Headteachers, Music Co-ordinators, parents and officers of the Music Service.
- Take responsibility for resources and materials used during teaching including assistance with instrument repairs where necessary.
- Adhere to the LEA Equal Opportunities Policy.
- Attend all Training days and Faculty meetings.
- Dress in a manner which is both appropriate and acceptable to schools and centre.
- Provide termly registers and Biannual reports to the Music Service and make other records available.

Practical Information

Sickness Absences

- You should inform both the office of the school(s) affected and the Music Service by 8:30 on the morning of the absence. Ealing Music Service can be contacted on 020 8843 9121.

Planned Absences

- You should inform both the office of the school(s) affected and the Music Service no later than 1 week in advance. The Music Service will arrange the provision of deputies, only when you aren't able to do so yourself. It is expected that you will take at least 8 of the 10 sessions yourself.

Enhanced DBS Clearance

- You must provide information for an Enhanced CRB Check and medical clearance – all tutors will be vetted under the regulations governing staff (voluntary or paid) working in schools.

Registers

- These should be completed at every session and the appropriate person informed in the school in accordance with the school's arrangements. These may differ from one school to another. A timetable should be published (especially if not keeping to the same one each week or operating a rota) and posted where it can be clearly seen and referred to. It is advisable to agree the timetable with the music /head teacher.

Practice Books

- Keep practice books containing information about every lesson.

Claiming fees

- Submit monthly claim forms to be signed by the Music Co-ordinator or Admin person in charge. All claim forms will be checked against a time sheet which will be left with the visitor's book at every school. Be sure and sign the time sheet before each visit or it may affect or delay your payment.
- Those tutors who are officially self-employed must submit their tax reference number and accountant's details and may invoice accordingly at the same rates as employed tutors. Claims should be made using the Ealing Music Service Self-employed Tutors Claim Form.

Unions

- All tutors are encouraged to join one of the major teaching unions (if a qualified teacher) and/or the Musicians Union or the Incorporated Society of Musicians (if an unqualified teacher). It would be unwise to assume that personal liability insurance and legal cover is provided by school's existing policies.

Insurance

- Tutors who are not directly employed by the authority will not be provided with personal liability insurance or legal cover.

Discipline/Behaviour Issues

- As a general rule refer all disciplinary matters to the appropriate teacher in the school. Unless a child is in danger of injuring him/herself or another person, do not intervene in the first instance. Be aware of what the school expects you to do in such circumstances.

Physical Contact

- **Teachers are generally advised not to make unnecessary physical contact with children.**
- Any contact with a pupil which may be misinterpreted by the pupil, parents or other observer should be avoided.
- Following any incident where a teacher feels any actions have been, or may be misconstrued a written report of the matter should be submitted to the Headteacher of the school immediately. This includes a case where a teacher has to restrain a pupil physically to prevent him/her from inflicting injury to self or others.
- Any time when demonstration of body movements requires physical contact with the pupil such as correction of posture, hands, fingers, and embouchure – the movements should be carefully explained first. Only when this is insufficient should physical contact be an *additional* course of action.

Equal Opportunities/Customer Care

- All work must be carried out within the council's equal opportunities and customer care policies. Copies of the policies are available at the Dominion Arts and Cultural Centre.

Health and Safety

- For the protection of tutors, children and staff in schools it is essential to be familiar with the London Borough of Ealing Health and Safety Policy. Any breach of such policy should be reported to the Music Service Coordinator.

The Approved Panel

- Once tutors have passed the interview/audition process they are placed on a panel of approved tutors. Ealing Music Service reserves the right to remove a name from the panel if they have not worked more than 10 hours within any academic year.

This document does not constitute a contract of employment. A copy has been made available to all Headteachers.

I have read and understood the Ealing Music Service Code of Conduct.

Signed: _____

Print Name: _____

Date: _____

*Please return one signed copy of this document to:
Ealing Music Service, Dominion Arts Centre & Library, 112 The Green, Southall, UB2 4BQ*