North London Music School

University College School, Frognal
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TEACHERS RESPONSIBILITIES AND REQUIREMENTS

- To ensure that all information provided regarding themselves is accurate and up-to-date, including name, address, phone number, qualifications and experience.
- To be **available and committed** to teach on Saturdays during the term dates specified in the school calendar.
- To ensure that personal leave is taken at times which do not conflict with the term dates specified in the school calendar.
- To deliver tuition at University College School facilities.
- To be punctual to begin and finish lessons on time.
- To deliver tuition to the best of their skill, experience, and ability.
- To teach individual students and, if needed, coaching ensembles or leading group lessons.
- To stay up-to-date with developments in relevant curriculums, syllabus requirements and qualifications for the instrument they teach.
- To comply promptly with any requests made by NLMS related to the provision of teaching services.
- To provide their own equipment and materials where appropriate.
- To attend any meetings, staff development activities or conferences related to the responsibilities here described.
- To be familiar with and follow NLMS's Safeguarding Policy.
- To be in possession of an enhanced Disclosure & Barring Service check that shows you are not on the barred list of individuals who are not permitted to work with children.
- To regularly renew the required DBS Disclosure and provide an up-to-date

document to NLMS.

- **To work on a self-employed basis.** Teachers are responsible for registering as self-employed with HMRC and for paying their own taxes and National Insurance contributions. They are also responsible for providing confirmation of this status and any information that may be required in connection with the same to NLMS.
- To ensure they are legally entitled to work in the UK.
- To provide Public Liability Insurance via membership of professional bodies such as the Independent Society of Musicians or the Musicians Union.
- To adhere to all policies and procedures relating to Health and Safety in the workplace.