



## **York Music Hub Code of Conduct for Approved Tutors**

### **Approved Tutors**

The tutor plays the central role in the provision of instrumental tuition. It is vital that the tutor, pupil and parents - as well as school or music centre staff - fully realise the range of skills and qualifications required by instrumental music staff to deliver effective lessons. The tutor is often required to link with many other individuals within and beyond a school. York Music Hub describes the various tasks of the tutor as follows:

#### **Professional - Approved Tutors should:**

- Conduct themselves professionally at all times by adhering to this code of conduct for instrumental lessons
- Encourage progress commensurate with the ability of the pupil
- Use praise to recognise effort and promote self confidence in all pupils
- Regularly communicate with colleagues and parents
- Become familiar with current developments in all aspects of instrumental education
- Be aware of relevant professional bodies and organisations.

#### **Planning and Assessment - Approved Tutors should:**

- Deliver well prepared lessons
- Comply with and implement agreed assessment procedures
- Use continuous diagnostic and formative assessment to inform their teaching
- Record pupils progress and report annually to parents

#### **Teaching and Learning - Approved Tutors should**

- Use a range of teaching approaches to make lessons enjoyable, challenging and productive
- Structure lessons to suit pupils' abilities
- Devise and implement strategies which can accommodate group tuition
- Promote good practice habits
- Set realistic tasks during lessons and for home practice
- Expect pupils' achievements to reflect their abilities
- Encourage pupils' development of constructive self criticism
- Provide opportunities for pupils to perform and listen to others
- Encourage pupils to perform in a variety of musical ensembles at all levels

#### **Interaction with pupils - Approved Tutors should**

- Discuss ways in which to maintain the pupils' interest and motivation

- Regularly discuss short and long term targets on an individual basis
- Give clear instructions and explanations
- Define and communicate their expectations of achievement and standards
- Listen to pupils and take account of their personal needs
- Maintain good order and discipline and safeguard health and safety
- Remind pupils of the social values and benefits of learning to play an instrument

**Organisation and administration - Approved Tutors should**

- Be efficient in the administration required for the delivery of instrumental lessons
- Maintain good levels of communication with York Music Hub
- Expect pupils to maintain a satisfactory level of attendance
- Investigate absences and take appropriate action in accordance with school policy
- Ensure that loaned instruments are well maintained

As an Approved Tutor, we believe that it is reasonable that you can expect the following from the schools or Music Centres that you work in:

**The school or centre should:**

- Provide suitable accommodation for instrumental lessons
- Assist in the selection of pupils for instrumental tuition
- Offer performance opportunities to instrumental pupils
- Follow up pupil absences
- Provide support for instrumental staff and ensure that there are opportunities for links between the school and instrumental staff
- Monitor effective learning and teaching in instrumental lessons and support the assessment tools used by the instrumental teacher
- Liaise with York Music Hub regarding all aspects of instrumental tuition
- Identify pupils' needs and liaise with instrumental staff accordingly
- Encourage instrumental pupils to participate in area ensembles

As an Approved Tutor, we believe that it is reasonable that you can expect the following from York Music Hub:

**York Music hub should:**

- Ensure the quality of the service provided
- Be responsible for the appointment of Approved Tutors
- Organise professional development opportunities and in-service training for instrumental staff
- Monitor and evaluate teaching and learning in instrumental lessons
- Provide pastoral support for instrumental staff
- Work in partnership with internal and external stakeholders
- Liaise and communicate with schools, on issues of service delivery
- Develop policies that offer equality of access to all pupils
- Establish procedures to assess demand