



York Music Hub Code of Conduct for Approved Tutors

Approved Tutors

A YMH Approved Tutor plays a central role in the provision of instrumental/vocal tuition. It is vital that the tutor, pupil and parents/carers - as well as school staff - fully realise the range of skills and qualifications required by instrumental/vocal 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
- Encourage progress and use praise to recognise effort and promote self confidence in all pupils
- Regularly communicate with colleagues and parents/carers
- Become familiar with current developments in all aspects of instrumental/vocal 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 YMH and parents/carers.

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 participate and perform in a variety of musical settings 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 making music.

Organisation and administration - Approved Tutors should:

- Be efficient in the administration required for the delivery of 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
- Share relevant pupil data with York Music Hub for the Hub's reporting requirements.

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

The setting should:

- Provide space for instrumental/vocal lessons
- Assist in the selection of pupils for tuition
- Offer performance opportunities to pupils
- Support tutors in following up pupil absences
- Provide support for tutors and ensure that there are opportunities for links between the setting and the tutors
- Monitor effective learning and teaching in instrumental/vocal lessons and support the assessment tools used by the tutor
- Liaise with York Music Hub regarding all aspects of tuition
- Identify pupils' needs and liaise with staff accordingly
- Encourage 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 selection of Approved Tutors
- Organise professional development opportunities and training for Approved Tutors
- Monitor and evaluate teaching and learning in instrumental/vocal lessons
- Provide pastoral support
- 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.