



**2020-2021**

# **TEACHER HANDBOOK**

## **Location and Travel**

This is a travelling role so you would be commuting between students' houses to teach. The headteacher will visit the home (or you will do so together if possible) first to make sure the set up is appropriate and reduce risk, but it is up to you to keep yourself safe and to discuss any boundary issues with the parents.

Travelling to students' houses also means that some time is lost in the commute. The travelling fee (detailed below) will not vary based on the type of transport you have access to so if you are taking the bus, you need to consider whether the compensation will be worth it to you.

Although I cannot increase the fees if you are taking the bus, I can of course work with you to schedule the lessons in a way that makes sense for you. We will discuss and research this together as we schedule lessons.

## **Compensation**

You would be acting as an independent contractor in this role and can invoice for your hours on a monthly basis. The starting rates are €20/hour for teaching time plus a flat €10 travel fee for each home that you travel to. For example, if you were going to a home to teach 2 students for 45 minutes each, you would invoice for €40 for each scheduled week of lessons.

Your pay rate will be increased with increased experience and loyalty to the Colourful Keys studio.

As an independent contractor you are responsible for your own taxes and will not receive holiday pay or other such benefits, since you are being contracted only for particular hours for a certain number of weeks in the year.

## **Commitment**

I expect all teachers to commit to at least 1 full academic year at the Colourful Keys studio from September to the end of June. This ensures that you will have the opportunity to find your feet and learn the processes at the studio before assessing whether the studio (and/or piano teaching in general) is right for you. Committing for at least a year is also very important for the students as they will build a relationship and rapport with you during that time and their education would be detrimentally affected by switching teachers mid-year.

If our working relationship is going well I would greatly hope that you would consider continuing into a second and third year, and beyond! Your compensation would of course be increased to match your experience up to a maximum rate of €30/hour.

While I don't require you to commit beyond one academic year at the outset, I would ask that you only take on this position if you can see yourself potentially staying at Colourful Keys for the long-term. This position is not a good fit for someone who is simply looking for a part-time job for a few months. I take piano teaching and the trust of parents to look after their child's musical upbringing very seriously, and I expect you to do the same.

## Training

The mentorship component of this position is at its core. This is not just a teaching gig, it is an opportunity to learn, grow and improve your teaching skills. Pedagogy is not generally formally taught in this country, and there's a lot more to great teaching than just being able to play. I'm on a mission to move music education forward and this program is one way I hope to do that. If you want to join me on this journey I think you will find it to be one of the most gratifying careers there is.

We will be meeting once per week in the beginning, either in person or on Skype/Zoom. At this meeting we will discuss any issues that have arisen in your lessons during the week and plan for your next lessons. I do not have all the answers and this will not be a case of me prescribing exactly what you should do for every minute of every lesson, or micro-managing your teaching. What we will be doing is working closely together and coming up with a plan that you're happy with and understand how to execute. We may also work together with me as your guinea pig so that you can be confident with teaching techniques and ideas before bringing them into your lessons.

## Duties

As a representative of Colourful Keys I expect you to always:

- **Be punctual.** Lateness happens when travelling to students' houses, but it should be the exception not the rule.
- **Be prepared.** Have all the resources you need with you each week.
- **Be professional.** Dress appropriately and communicate appropriately at all times.
- **Be kind and understanding.** I do not, under any circumstances, shame a student for not knowing something and I expect you to look for solutions, not point out problems.

Follow these guidelines and remember to come to me whenever you're unsure about something or need a clarification.