



Jaka Lounge agency is providing complete human resource management support for companies. We put our special focus on high-quality selection process while we believe that knowledge and competencies bring brilliant results only when they're combined with adequate motivation.

We are supporting our client, one of the most elite and professional music institutes in Dubai, specialized in teaching music and dance classes to children, adults and also teachers & professionals. In order to expand their team, we are looking for a:

Music Teachers for different instruments & Teachers for Music theory (Dubai, UAE)

Main Responsibilities:

Teaching, Learning and Examinations

- Plan and prepare lessons in relation to individual students' needs and examination syllabus.
- Keep up-to-date with the teaching materials offered by the school such as books and syllabi.
- Ensure understanding and compliance of all teaching materials and exam syllabi used by the school.
- Teach music theory, aural skills, sight reading and practical techniques to students.
- Communicate musical concepts and instructions using variety of teaching strategies, methods, tools and approaches and tailor to student's different learning needs, learning styles and preferences.
- Continuously improve the quality of learning, teaching and development of music throughout the school.
- Identify students' needs and set short and long term goals to students. Motivate and encourage students to achieve their musical goals. Be a positive role model to students.
- Follow classroom rules and maintain class control and safety when dealing with young students. All students must be accompanied to and from the Front Desk area.
- Ensure a diverse range of music styles is promoted and that students can explore a variety of music genres.
- Encourage and prepare students to take part in international examinations, school activities and events such as ensembles, choir, student band, etc.
- Participate in school camps (Summer and Winter for example) and school events including meetings, parents' evenings, information days, concerts, recitals, workshops, school productions, school promotional events, competitions, mock examinations as required.

Professional Development

- Continually seek out new teaching techniques and strategies and improve professional knowledge and expertise.
- Maintain awareness and knowledge of contemporary music development theories and methods.
- Ensure up-to-date knowledge and awareness of international examination board requirements.
- Attend and active participate in all internally or externally-provided training courses, workshops and meetings as required.
- Remain open to learning new musical instruments.
- Contribute to a culture of team work that is conducive to learning and development, friendly, open to critical feedback and sharing of information.

Assessment, Reporting and Communication

- Continuously assess students' ability and provide feedback on progress to students and parents of students. Be available to discuss concerns and achievements.
- Complete and maintain Progress Notes for each student, after each class, using the correct format and recommend syllabus. Create Report Cards and keep records of students' performance.

- Act as a communication channel between students, parents of students and management and build positive and trust-based relationships with everyone.
- Discuss any student concerns, teaching concerns or resource requirements with the immediate supervisor or line manager.

General

- Represent school, to all external stakeholders, in a positive way. Ensure confidentiality of all sensitive information (personal information as well as company information).
- Adhere to and ensure compliance with all company policies, procedures and local labour law.
- Ensure all task deadlines, set by Management, are met and all requested documents are submitted on time.
- Forward all student queries, with regards to class scheduling and class availability, to the Front Desk.
- Taking care of administrative work. Emails must be reviewed and actioned daily.

Essential requirements:

- Minimum Bachelor's degree in Music or similar qualification.
- Ability to play and teach a minimum one musical instrument (piano, guitar, violin, flute, etc.)
- Minimum two years' experience in a similar teaching role.
- Fluency in English language (both spoken and written).
- Knowledge of MS Office including MS Excel, MS Word, MS Outlook and MS PowerPoint.
- Teacher training or teaching certification is an advantage.
- Must be able to teach minimum grade five ABRSM Music Theory.
- Violin and vocal teachers must be able to teach Piano at grade three ABRSM and above.
- Knowledge of ABRSM and Trinity examination boards is preferred, but not essential.
- Prior experience in conducting group classes (for example student band, choir, violin ensemble) is preferred but, not essential.
- Strong interpersonal and communication skills and ability to work effectively in a diverse community.
- Flexibility and creativity to adapt to curriculum goals and ability to work collaboratively.
- Ability to work during working hours as well as additional hours for planning meetings, professional development, scheduled concerts or examinations.

If you think we are a match, then please submit your CV in English at iva.miljic@jakalounge.com