



**Piano Circus “Keyboard Collective” project
October 2009 – May 2010**

RESPONSIBILITIES

PIANO CIRCUS ARE WORKING WITHIN THE GUIDELINES OF KEYBOARD COLLECTIVE PROJECT

Throughout the duration of the Project you will have the following duties and responsibilities:

- **Aims and ethos:** You will do all that you reasonably can to support and promote the overall aims and ethos of Keyboard Collective. Key to this ethos is the provision of a non-threatening and nurturing environment, which will enable students’ creative and artistic talents and abilities to flourish.
- **delivery of course sessions:** You will deliver the training and/or coaching sessions allocated to you at the times and in the venues specified in the Project Schedule. Please note that the workshops for the Project operate to a very tight schedule so it is important that you arrive at and conclude each session punctually.
- **Ad hoc sessions:** During a Workshop you may from time to time be requested to attend one-off meetings with students and or other coaches and/or staff. You will make every effort to attend and contribute to these meetings.
- **Child Protection Policy:** As you will be engaged in providing coaching services to children who may be less than 18 years of age, you may be required to complete a form disclosing information about any criminal background prior to the commencement of the Project. Where this is required, your appointment will be conditional upon the completion and delivery of that form to the relevant person(s) and/or authorities.
- **Confidentiality:** Prior to, during and/or after the Project, you may come into possession of confidential information relating to the Project and/or the students, coaches and other staff attending the Project. This information must be kept confidential and must not be disclosed to anyone or used for any purpose other than the purpose for which it was disclosed to you.
- **Health and safety:** You will comply with all and any policies from time to time adopted by Project and notified to staff including policies relating to child protection, health & safety matters, security and data protection and will report all concerns to the course manager. You will do all that you reasonably can to

maintain a safe environment for students throughout the Project and will report to the course manager any health and safety hazards that come to your attention.

- **Absences:** If you are unable to deliver any training or coaching session allocated to you in the Project Schedule (whether through illness or other unexpected or unavoidable circumstances), please notify the Project Manager without delay.
- **Grievances:** If you have any grievance relating to any aspect of the Project (including matters relating to coaches and other staff) you should refer them to the Project Manager.
- **Attendance on site:** The Project is non residential and, accordingly, your duties may from time to time extend to include advisory and/or supervisory roles. Your presence on the Project premises [schools listed below] is therefore required at all times and you should check with the Project Manager, prior to leaving the Project premises at any time (including any evenings). Please also ensure that your contact details (including mobile telephone number) are provided to the Project manager prior to leaving the Project premises).
- **General:** The Project is operated in an intense and demanding environment and, whilst appropriate interaction between Piano Circus members and students is encouraged, you are required to refrain from carrying on activities which may impair the quality of your contribution to the Project.
- **Project Manager:** You will at all times abide by the reasonable directions and instructions of the Schools' Staff and/or the Project Manager.
- **Dealing with students:** You are expected to be sensitive and appropriate in your dealings with students at all times and, if appropriate, to refer problems to the Course Manager or the Schools.
- In the event of a serious breach of these terms your engagement may be terminated prior to the end of the Project.

Involved schools:

Harlaw Academy, Aberdeen
Banchory Academy, Aberdeenshire
Fortrose Academy, Highland
Nairn Academy, Highland

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