

Creative Chords Teacher Handbook

Working together to make music meaningful

Welcome

We're so glad to have you on the Creative Chords team! This handbook outlines everything you need to know about teaching with us, from expectations and communication to safeguarding, policies, and practical tools.

As a self-employed teacher working with Creative Chords, you bring your own talents and individuality to your students. We're here to support you with clear processes, great resources, and a shared vision.

Our Mission

To create a joyful, supportive space where students of all ages can explore, develop, and fall in love with music.

Our Values

Creativity We nurture imagination in everything we do

Connection Music is personal. Relationships matter

Consistency Structure, support, and shared goals build growth

Fun Learning should always be engaging

Integrity We do what's right for our students, families, and team

Your Role as a Subcontractor

You are a self-employed subcontractor who provides teaching services to Creative Chords. This means:

- You invoice us monthly for your teaching hours
- You are responsible for your own tax and National Insurance
- You choose your availability and manage your own teaching approach, within our shared values and systems

Lesson Expectations

- Arrive at least 10 minutes early to set up and prepare
- Start and end lessons on time
- Come prepared with tailored activities, games, and materials
- Maintain a tidy teaching space before and after each session

End of Day Responsibilities

To help keep our space safe, tidy, and energy efficient, the last teacher to leave the building each day is responsible for:

- Switching off all lights, fans, and heating
- Closing and securing all windows
- Locking all internal and external doors

If you are unsure whether you are the last to leave, please assume that you are and complete these checks. Thank you for helping care for our shared space.

Attendance, Reports and LessonMate

- Take attendance in Opus1 weekly
- Update your availability in Opus1 as soon as it changes
- Send LessonMate videos for catch-up lessons during the student's original lesson time
- Use the student notebook to track goals, progress, and practice

Professional Conduct

- Maintain respectful, supportive communication with students, families, and colleagues
- Dress smart casual and child appropriate (no revealing clothing or offensive graphics)
- Keep strong personal hygiene and grooming - you're a role model
- Never share personal contact info or social media with families
- Never teach Creative Chords students privately or outside of our agreement

Communication Policy

- All lesson updates, availability changes, time off requests, and general admin must be handled through Opus1
 - Do not use email, phone, or personal messages to communicate with parents or the admin team.
- This ensures everything is centralised and trackable

Safeguarding and Boundaries

- Always prioritise student wellbeing and report any safeguarding concerns immediately to Olivia
- Never leave young children unattended
- Walk students to their designated pickup point if required
- Maintain professional boundaries. No private communication, social media contact, or personal relationships with students or families

Events and Concerts

You are encouraged to attend Creative Chords events and student concerts.

These are included in your teaching responsibilities and help build strong student relationships and motivation.

Creative Materials and Resources

All teaching materials created within Creative Chords - including LessonMate videos, documents, worksheets, and plans - remain the intellectual property of Creative Chords. You may not share them externally or use them for other teaching without permission.

Invoicing and Pay

- You will be paid £28 per hour, monthly, based on the hours you record in Opus1
- Submit your invoice by the last day of each month
- Invoices will be paid on the first day of the following month
- Your invoice must match Opus1 records

Cancellations and Time Off

- Give at least 24 hours' notice for any time off
- Submit time off requests through Opus1 only
- For sickness or emergencies, notify us via Opus1 as soon as possible - ideally 4 or more hours before your lesson

Ending Your Agreement

- If you wish to stop working with Creative Chords, you must give one month's written notice via Opus1
- If you leave without notice, you agree to pay a fee equal to one month's scheduled teaching, based on your previous month's average

Thank You

We are so excited to have you as part of Creative Chords. Together, we will make music a meaningful and joyful part of every child's life.

Let us know if you ever need help, ideas, or support. We are here for you.