

Job Title Specialist Music Tutor

Job Description

Job Purpose

Provide specialist instrumental learning activities across all age ranges and abilities through small group, 1:1 and whole class (WCET) music programmes including workshops and holiday activities

Major Tasks

- Ensure the safeguarding and welfare of children and young people.
- Inspire learners to aim for the highest standards of achievement.
- Provide instrumental and/or vocal learning activities to groups of young people whilst enabling and promoting the widest access for young people to instrumental and ensemble activities.
- Provide support and direction for larger musical groups for workshops and ensembles for young people after school, at weekends and during school holidays.
- Promote and liaise with parents, young people and individual schools.
- Ensuring the timetabling of group learning activities in the most effective and efficient manner via Teacher Live.
- Assessing the progress and evaluation of pupils through a range of assessment and monitoring strategies and where appropriate encouraging the entry of external examinations.
- Maintain good order and discipline among pupils and safeguard their health and safety.
- Support the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievements through annual Parent Evenings.
- Attend and contribute to events such as Concerts, Band Nights, Parents Evenings held by schools and T&W Music
- Production of lesson plans and resources for learning activities ensuring a broad and rich curriculum is delivered.
- Supplying accurate and timely information and data as required by Telford & Wrekin Music, schools and a variety of education and business stakeholders.
- Attend training and development opportunities which support self evaluation, performance management and continuing professional development

Contacts & Relationships

- Contact with young people, parents, school personnel, Telford & Wrekin Music staff and community organisations with the purpose of passing on information
- Simple fact finding negotiations with outside bodies i.e. with schools such as organising concerts/demos
- Represent T&W Music at local and regional meetings/events such as Steering Group Meetings, Music Mark Training Days, Regional Inset Days

Creativity
<ul style="list-style-type: none"> ▪ The post holder will be required to demonstrate creativity when developing stimulating learning activities for young people / resources / materials. ▪ The work of this post will be governed by broad instructions, objectives and policies and the post holder will be expected to complete reports which provide information pertaining to the service evaluation.
Decisions
<ul style="list-style-type: none"> ▪ The post holder will be required to make decisions on their own initiative and also take responsibility for any decisions that are made which fall within the remit of the role. This may lead to a change of procedure for other people to undertake.
Management & Supervision
<ul style="list-style-type: none"> ▪ This post has no supervisory responsibility.
Supervision Received
<ul style="list-style-type: none"> ▪ The post holder reports to the Music Service Team Leader and is expected to plan and manage their own workload on a day to day basis, working on their own initiative for the majority of the time.
Complexity
<ul style="list-style-type: none"> ▪ The post holder is expected to undertake a range of involved tasks associated with the planning, delivery and evaluation of extra curriculum learning activities
Resources
<ul style="list-style-type: none"> • As peripatetic tutors, the post holder may need to transport instruments and other resources – such as paperwork, ipads and laptops with them to lessons in schools and facilities where they teach. They will have aids to support any transport or equipment. • Responsible for the following resources for the music service: <ul style="list-style-type: none"> ○ Musical Instruments ○ ICT equipment such as I- Pads for musical project work <p>Responsible for the safekeeping of data on pupils and parents using the service including sensitive information.</p>
Impact
<p>This post holder is a service provider working for the music service, for variable hours according to the work load of the service and their availability. The post holder has regular direct contact with customers to the service, suppliers, educational providers, teachers, other musicians and contractors.</p>
Physical Demands
<p>There will be some manual handling required with musical resources transported between locations. Tutors will spend much of their time standing to teach in lessons – lesson length is between ½ hour and 1 hour. They may have up to 4 or 5 lessons per day.</p>
Working Environment
<p>The post holder will be delivering indoors in schools and facilities for the greater part of their job. They can on occasion be asked to support outdoor events – usually once or twice a year for a few hours.</p>
Emotional Context
<p>Although upsetting or distressing subject matter are not an inherent part of the role, the post holder will be dealing with children and young people and so it is likely that they will come into contact with people at risk who will disclose to them. They would not however have ongoing responsibility for this individual once information was passed on.</p>
Other
<p>The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.</p>

The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.

The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

Person Specification

Specialist Music Tutor - Person Specification

Criteria	Standard
Qualifications	<ul style="list-style-type: none"> • A proven musician who may have a music specialist diploma (NVQ 4) or equivalent but who can demonstrate highly proficient skills and abilities as an instrumental tutor.
Knowledge	<ul style="list-style-type: none"> • Knowledge of different approaches to how young people learn a musical instrument/singing • Detailed knowledge of instrumental/voice repertoire • Familiarity with the broad strands of the National Curriculum in music and current pedagogical practice such as Common Approach and Musical Futures. • Full working knowledge of relevant policies/codes of practise/legislation • Knowledge and appreciation of a wide range of musical genres
Skills	<ul style="list-style-type: none"> • Excellent numeracy/literacy and ICT skills. • Ability to inspire and motivate children to enable them to achieve their musical potential • Ability to prioritise workload and meet deadlines • Able to follow processes and procedures • Good communication skills both oral and written • Excellent interpersonal skills for working with a wide variety of people e.g. emotional intelligence, empathy and self-awareness
Experience	<ul style="list-style-type: none"> • Suitability to work with children and young people • Technically proficient musician • Significant prior experience of working with children and young people in a relevant discipline in a learning environment. • Experience of developing innovative/stimulating learning activities e.g. whole class teaching, early years workshops, holiday activities
Personal style and behaviours	<ul style="list-style-type: none"> • As a council employee you will be supported and expected to demonstrate the Councils Core Behaviours. Please note that these may be updated from time to time and are available on the Council's intranet pages. • Responsible, adaptable attitude to work and change oriented • An ability to work both under supervision and to use own initiative • Ability to establish good relations with pupils, parents, schools and colleagues • An aptitude and enthusiasm for developing new skills • Results and outcome focussed and ability to promote service as a whole.

	<ul style="list-style-type: none"> • Flexible approach in order to be able to respond to the needs of the team and overall unit.
Fluency Duty	<ul style="list-style-type: none"> • This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure members of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role. • This post has been assessed as requiring XXX level under the Common European Framework of Reference for Language (CEFR). More information is available at: http://ecouncil/Fluency/Pages/default.aspx.

Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	X
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>