##### Job Description

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| **Job Title:** | **Part Time Instrumental Tutor**  |
| **Grade:** | **Part time** **Hourly paid £28.91 / £38.32** |
| **Department:**  | **Community Music Service** |
| **Division:** | **Education**  |
| **Reports to:** | **Digby Hunt , Head of Service**  |

**Job Purpose:** To deliver instrumental and vocal lessons to schools and in other settings across the local authority. To assist and support ensemble and WCET delivery for the Music Hub. Teacher will be required to develop and sustain instrumental learning in settings as directed by CMS management.

**Specific Accountabilities of the Role:**

* To liaise with the school regarding a mutually convenient weekly time slot for the allocated teaching time.
* To advise and organise the grouping of pupils in line with the CMS Group Teaching Policy.
* To develop a suitable scheme of work in relation to the needs, capability, expectations, and interests of each pupil within the context of the National Curriculum framework for Music and the CMS Music Policy and specifically taking into account the expected CMS Minimum Expected Standards (MES) for the pupils first 2 years.
* To provide tuition, which is appropriate to the pupil’s needs and capabilities, is progressive and contributes to the development of all aspects of musical competence including the technical, aesthetic, and creative.
* To be able to demonstrate whilst teaching, to a high standard of proficiency, the instrument(s) within the tutor’s own specialism.
* To full record required information about each pupil and keep a weekly register of pupil attendance.
* To contribute to and a willingness to develop professional skills to teach on the WCET programmes which may involve whole class tuition.
* To keep a record of pupil progress and achievement which informs the tutors short term planning and contributes to the pupil’s annual CMS Report.
* To advise and provide information for parents, pupils and schools on a pupil’s progress and achievement.
* To advise on and contribute to the school’s music activities where appropriate e.g., prepare pupils for individual or group performances for assemblies, concerts etc.
* To advise, invite and ensure that each pupil attends a CMS Ensemble suitable to their experience and capabilities.
* To attend staff meetings as required and meetings required for own performance management.
* To perform as a member of staff ensembles/orchestra as required for the live performance programme for pupils in schools and/or at the Music Centre.

**Statutory requirements**

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process will be undertaken on successful applicants including a Disclosure check.

**General Accountabilities and Responsibilities**

Teamwork

Understand and value the benefit of teamwork and foster this. Provide cover for the duties of other staff in the department if required.

Customer Care

Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council

General Accountabilities and Responsibilities (All roles)

* Ensure compliance with appropriate legislation, Council Policies, the Council Constitution (including Contract Rules, Financial Regulations and Rules, Employment Procedure Rules, Employees’ Code of Conduct), Information Security Policies, Social Media Policy, and other requirements of the Council.
* Ensure high standards of records management and assume responsibility for all information assigned to the post.
* Promote the development of a high-quality individual need led service, to comply at all times with the Council’s policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
* Ensure compliance with and actively promote the Council’s Equalities and Diversity policies and strategies and comply with the Equality Act 2010.
* Ensure compliance with and actively promote Health and Safety at work legislation, Council and Service H&S policies and procedures.
* Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
* Comply with the General Data Protection Regulation and Data Protection Act 2018 (DPA 2018) (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
* Take responsibility for continuing self-development and participate in training and development activities.

The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.

**Person Specification Template**

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| **Post Title** | **Part-Time Instrumental Tutor** | **Grade**  | Casual Part-Time Rate |
| **Section, Division** | **Community Music Service , Education** | **Date of Person Specification** | 8th April 2024 |

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| **Job Requirements** | **Essential Criteria** | **Method of Assessment** | **Job Requirements** | **Essential Criteria** | **Method of Assessment** |
| **Education, Training and Qualifications** | Recognised music or teaching qualification | E | AF1 | **Knowledge, Skills and Experience** | Experience of teaching small groups and individuals | E | AF2 |
|  |  |  | The ability to read and understand music notation | E | I |
|  |  |  | Ability to teach all levels from beginners to Grade VIII | E | I |
|  |  |  | Perform to a high standard on chosen instrument. | E | 0 |
|  |  |  | Experience of, or willingness to, teach large groups (e.g., WCET) | E | AF6 |
|  |  |  | Experience of or willingness to lead an ensemble | E | AF3 |
|  |  |  | Experience in using Music software packages e.g., Sibelius | E | I |
|  |  |  | Able to accompany on the piano | E | I |
| **Communication, Contacts and Relationships**  | Ability to teach effectively with a range of teaching skills/styles | E | I | **Equalities and Diversity** | Demonstrate awareness and empathy applicable to role. | E | AF4 |
| Enthusiastic and effective communicator | E | I |  |  |  |
|  |  |  |  |  |  |
| **Creativity and Innovation**  | Ability to take the lead and to contribute to team developments | E | I | **Resources, data protection and information governance.** | Knowledge, understanding and commitment to the music National Curriculum  | E | AF5 |
| Willing to take on board new ideas | E | I | Ability to travel between school sites | E | I |
|  |  |  |  |  |  |
| **Supervision / Management of People** | *Not applicable for this position* |  |  | **Work Demands and Decisions** | Teach in a variety of locations between 8.30am- 3.30pm School provision and if applicable 4.00pm – 6.30pm After School provision | E | I |
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| **Drive Values** | Be able to communicate with pupils to ensure progression | E | AFV1 |  |  |  |
| Be inclusive in all aspects of delivery  | E | AFV2 |  |  |  |
| Be able to respond to and change outcomes for pupils  | E | AFV3 |  |  |  |
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| **Any additional factors e.g., specialist “know how”** |  |  |  |
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| **Criteria** | E - Essential (only use Essential Criteria)  | **Method of Assessment** | AF - Application Form  |
|  | C - Assessment Centre |
| **DWP “Disability Confident Employer” Accreditation** Applicants with a disability or impairment will be shortlisted for interview if the meet the minimum (essential) criteria for the job.**Armed Forces Community Covenant** All personnel and veterans who have left the armed forces within the last 24 months will be offered an interview if they meet the minimum (essential) criteria for the job. |  I - Interview |
| T - Test |
| W - Workplace Assessment or job trial |
| O – OtherPerform a short piece of own choice during interview on main instrument played.  |

**Barking and Dagenham Council employees**​ 