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| **Service and job specific context statement** | |
| **Directorate:** | Children and Young People's Service |
| **Service:** | Music Service |
| **Post title** | Instrumental Instructor |
| **Grade:** | Unqualified Teachers Pay Spine |
| **Responsible to:** | Assistant Head of Music Service |
| **Staff managed:** | None |
| **Date of issue:** | March 2019 |
| **Job family:** | **E - Education/School** |

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| Job context |
| * To provide instrumental / vocal tuition to young people in schools and other settings * The Music Service offers instrumental tuition to schools and parents throughout the county, ranging from individual to ensemble teaching * The Music Service is the Lead Organisation in the North Yorkshire Music Hub, ensuring the delivery of the National Plan for Music Education. The service operates on a traded basis * This post requires enhanced DBS clearance * This role involves spoken communications so a confident use of English language is required |

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| **Structure** |

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| Job Description | |
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| Job purpose | To teach small group and individual instrumental lessons in schools. |
| Operational management | * To teach individual, small group instrumental/vocal lessons * To prepare pupils for graded exams, in all forms, where appropriate i.e. ABRSM, GCSE etc. * To identify appropriate attainment / achievement targets for pupils * To assess pupil progress and achievements and provide, for parents, carers and schools, written and oral feedback in the form of yearly reports, weekly practice diary targets for pupils and termly interim reports. * To register the attendance of pupils |
| Communications | * To attend staff meetings / CPD days as directed. * To communicate via email regularly with line manager |
| Partnership / corporate working | * To promote the wider work of the North Yorkshire Music Hub e.g. promote County Ensembles and Music Centres to pupils |
| Resource management | * To keep parents fully informed of progress and other matters * through the use of practice diaries * To adapt teaching strategies to fit the needs of learners, preparing differentiated material so as to facilitate effective learning * To maintain personal expertise and share good practice with others where appropriate |
| Systems and information | * To use computer based systems to complete registers, submit claims, complete reports and as directed * To use Excel spread sheet to complete the annual data return. |
| Strategic management | * To plan series of lessons for pupils in a variety of settings * To organise personal timetables |
| Safeguarding | * To comply with the County Council’s policies and supporting documentation in relation to Information Governance - this includes Data Protection, Information Security and Confidentiality. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * Knowledge of exam syllabi for external instrumental music exams * Knowledge of effective teaching strategies for instrumental music teaching * Knowledge of instrumental repertoire * Knowledge of the techniques required to learn an instrument | * Knowledge of the music curriculum across key stages |
| Experience   * Proven experience with regard to the development of musical resources e.g. the ability to compose or arrange for a variety of ensembles | * Experience of and commitment to partnership working with other providers, teachers or professional organisations * Experience of promoting and safeguarding the welfare of pupils. * Successful teaching experience as instrumental and / or class teacher |
| Occupational Skills   * Effective written and verbal communication * Demonstrable interpersonal skills and the ability to motivate in challenging circumstances * Ability to use ICT for word processing and spread sheets * Commitment to equal opportunities and anti-discriminatory practice * Ability to work to deadlines * Commitment to evening work beyond the school day and /or weekend work as required. * Ability to prepare and organise according to the needs of pupils. | * Demonstrate the ability to self-evaluate. |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   * Graduate or equivalent work related experience * Grade 8 ABRSM or equivalent instrumental ability on at least one instrument | * Degree or post graduate qualification in music / performance * Ability to teach / play more than one instrument * Instrumental Diploma e.g. ARCM, LRAM |
| Other Requirements   * Ability to travel across the County * Ability to attend meetings outside of normal business hours |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.