

Job Description and Person Specification

JOB DESCRIPTION

JOB TITLE: Music Tutor

Main Purpose of the role:

1. To teach children and young people to play an instrument, to sing or use music technology. This could be in an individual, group or whole class environment.
 2. To lead and direct musical ensembles if required.
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Summary of Responsibilities and Personal Duties:

1. To teach a range of progressive music skills enabling a young person to learn, in an enjoyable way, to play an instrument, to sing or use music technology.
2. To offer music tuition to all pupils whatever their musical experience or interests to individuals, groups and whole classes as required:
 - using a repertoire that represents different styles and cultures;
 - exploring and utilising a range of teaching and learning strategies;
 - planning lessons and programmes of study;
 - monitoring progress and attainment;
 - providing pupil data as required.
3. To prepare and support pupils to take part in performances.
4. To lead and direct musical ensembles as required, preparing suitable repertoire, organising rehearsals, overseeing recruitment, supporting performance opportunities and undertaking necessary administrative tasks as required by schools, Music Centres and Lewisham Music managers.
5. To create positive relationships with pupils.
6. To work as part of a team with other tutors and management in addition to Lewisham Music partner organisations.
7. To keep registers and undertake other administrative tasks necessary to the smooth running of activities and maintenance of data records.
8. To undertake training as required.
9. To observe Lewisham Music Health and Safety and Safeguarding policies.

10. To prepare pupils for informal or formal assessments or exams.
11. To write reports for schools for individuals on an annual basis.
12. This post has a responsibility for promoting and safeguarding the welfare of children and young people. This includes the responsibility to report any identified concerns to the relevant senior manager.

PERSON SPECIFICATION

JOB TITLE: Music Tutor

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the role. It will be used in the short-listing and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of short-listing.

If you are a disabled person but are unable to meet some of the requirements of the role specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the role can be changed to enable you to meet the requirements

1. Knowledge

- Knowledge of suitable music pedagogy/teaching styles for stated specialism. **S**
- Knowledge of a range of musical cultures and styles. **S**
- Knowledge of teaching and learning strategies, including lesson planning. **S**
- Knowledge of behaviour management strategies.

2. Aptitude/Skills

- Ability to create a positive learning environment.
- Ability to communicate effectively with children and adults from a range of backgrounds.
- Ability to work as part of a team.
- Ability to reflect on own teaching models and respond positively to new ideas.

3. Experience

- Recent experience of teaching required specialism in groups and/or whole class groups or ensembles in schools and/or Music Centres. **S**
- Teaching music using a variety of styles and cultures. **S**
- Teaching music using a variety of methods/approaches.
- Attendance at music education course or elective option in degree course. **S**

4. Music Education

At least one of the following: **S**

- Recognised Music Teaching qualification;
- Qualified Teacher Status;
- Diploma/Degree in Music;
- High standard of performance within specialism.

5. Personal Qualities

- High level of interpersonal skills.
- Well organised.
- Reliable and dependable.

6. Circumstances

- For this role, prior to engagement, application for a Disclosure Certificate from the Criminal Records Bureau is required.

7. Physical

- Generally, must meet the Lewisham Music requirements for the role.

8. Equal Opportunities

- Commitment to implement the Lewisham Music's Equal Opportunities Policy. **S**
- Awareness of Equal Opportunities issues.

9. Safeguarding

- In addition to exploring candidates' abilities to adequately perform the duties of the Music Tutor role, the interview will also require candidates to demonstrate their knowledge and awareness of issues relating to safeguarding and promoting the welfare of children and young people.
- Demonstrate commitment to the principles of safer recruitment and the safeguarding of children and young people. **S**
- Consideration will be given to restructuring the duties of this role for a disabled person.