

JOB DESCRIPTION

POSITION:	Casual Music Teacher
DIVISION:	Sutton Music Service, part of Cognus Limited
BUSINESS UNIT:	Access
REPORTS TO:	Head of Music Service
RESPONSIBLE FOR:	Instrumental and vocal teaching with children and young people
GRADE/PAY	£27.00 to £31.05 per hour

1. JOB SUMMARY:

- a) As part of Sutton Music Service, lead partner in the Sutton Music Hub, provide music education provision of the highest quality as part our of commitment to deliver the core and extension roles of the National Plan for Music Education
- b) Deliver instrumental/vocal tuition with children and young people of a wide range of musical abilities in an individual, small group or whole class context
- c) Work with young musicians to support their learning as part of bands, orchestras and choirs as appropriate and according to your instrumental specialism

2. PRINCIPAL ACCOUNTABILITIES:

- a) To plan musical experiences which demonstrate progression and high expectations, selecting appropriate learning materials/resources to build on existing skills and promote musical development
- b) To use the voice/instrument to demonstrate effectively and with confidence
- c) To develop an exciting and stimulating environment for effective teaching and learning to take place
- d) To be sensitive to the needs of Gifted and Talented learners and those with Special Education Needs and/or Disabilities, differentiating your approach to fully involve learners of all abilities
- e) To be responsible for supervising children and young people during rehearsals and lessons (including break times), especially when equipment is being moved
- f) To monitor and intervene as necessary to ensure there is a positive learning environment and good discipline among children and young people with particular regard to their health and safety
- g) To assist with/fulfil day to day administration duties of teaching (registers, reports etc.) and liaising with parents, schools and colleagues

Document: Job Description Casual Music Teacher

Author: LG

Creation Date: 16/10/2018

Version: 1.0

Revision Date:

Intended Audience: Casual Music Teachers, HR

Release Control: Restricted

- h) To arrive at your place of work with enough time to prepare the teaching/rehearsal area for each session, including setting out and tidying away instruments and equipment as required.
- i) To participate in arrangements for regular training and professional development, including lesson observations and CPD, as required
- j) To carry out any other duties as may reasonably be required
- k) To respond to requests to deputise for others from time to time and as required
- l) Understand, adhere to and promote the Company policies in all areas, including Safeguarding of Children, Data Protection, ICT, Health & Safety and Equality and Diversity

3. GENERAL:

3.1 PROCESSING OF DATA:

- a) You (“the employee”) consent to the holding and processing of personal data provided by you to the Company (“the Company”) for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Barring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.
- b) You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.

CONFIDENTIALITY AGREEMENT:

- a) During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.
- b) Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company’s legitimate business interest.
- c) Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.

Document: Job Description Casual Music Teacher

Author: LG

Creation Date: 16/10/2018

Version: 1.0

Revision Date:

Intended Audience: Casual Music Teachers, HR

Release Control: Restricted

- d) You are aware of the Company’s policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company’s disciplinary procedure and action taken can include dismissal without notice.

3.2 SAFER RECRUITMENT:

An offer of employment is subject to safer recruitment practices which include an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering 5 years and fitness to work with children (occupational health assessment). These checks must have been completed prior to commencement of employment.

This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.

4. COMPETENCIES:

The main duties and responsibilities of the post holder are indicated below although other duties of an appropriate level and nature will also be required.

	Description	Criteria
a.	Qualification to degree level or equivalent with a professional qualification in music or music education	E, S
b.	Instrumental or class music teaching experience with an excellent understanding of effective music education pedagogy	E, S, I
c.	High level skills as an instrumentalist/singer with the ability to demonstrate effectively and with confidence	E, S, T
d.	Excellent interpersonal skills with the ability to communicate positively and effectively with children and young people, parents/carers and colleagues	E, I
e.	The ability to inspire and enthuse children and young people within a positive learning environment	E, I
f.	A “can do” attitude to meeting the many challenges of developing music-making opportunities for children and young people	D, S
g.	Commitment to the aims and values of Sutton Music Service and Cognus Limited	D, S
h.	Is committed to safeguarding and protection of children	E, S, I
i.	Honours and upholds the Company’s Equal Opportunity Policy, Dignity at Work Policy, Safeguarding and Protection of Children, Health and Safety and Data Protection Policy at all times	E, S, I

Document: Job Description Casual Music Teacher

Author: LG

Creation Date: 16/10/2018

Version: 1.0

Revision Date:

Intended Audience: Casual Music Teachers, HR

Release Control: Restricted

KEY:		D	Desirable	I	Evaluated at interview
E	Essential	S	Short listing criteria	T	Subject to test

Document: Job Description Casual Music Teacher

Author: LG

Creation Date: 16/10/2018

Version: 1.0

Revision Date:

Intended Audience: Casual Music Teachers, HR

Release Control: Restricted