

MUSIC SERVICE

Sessional, Peripatetic Instrumental/Vocal/Key Stage Music Tutor's Job Description

JOB PURPOSE

To deliver instrumental and/or vocal tuition to individuals, small and large groups of children and to whole classes or ensembles as required.

To adhere to and promote the Council's Safeguarding, quality and equality policies and procedures.

To be an ambassador for Waltham Forest Music Service.

Responsible to: Head of Music Service

PRINCIPAL ACCOUNTABILITIES

For the realisation of the Council's vision, values and strategic aims in the delivery of services.

For compliance with statutory provisions relating to the Music Service and Hub.

Communication and Information

For consulting and communicating with Head of Music Service and service managers as appropriate.

For the maintenance of good working relationships with key partners, service providers, stakeholders and the wider community.

Quality and Equality

For the promotion of equality of opportunity and the recognition of social and cultural diversity, in the delivery of services, and in supervisory practice.

KEY COMPETENCIES

To deliver instrumental/vocal tuition within Waltham Forest schools and/or as part of the Extra-curricular Music School and wider Hub offer.

To adhere to and promote principles of safeguarding and child protection.

Maintain sound practice with stakeholders and colleagues.

Be aware of health and safety practice within the Music Service and schools.

Ensure effective operational use of all resources. Inform Head of Music if any corrective action is necessary.

Provide advice as required on matters related to own knowledge and experience.

Communicate effectively in speech and writing.

Promote quality and equality in the provision of services.

To submit timetables, copies of registers and any other requested paperwork when requested and at least once a term.

To submit an annual report for each child taught (those who undertake individual/small group activities)

To maintain professional relationships with schools, colleagues, partners and pupils.

To maintain a programme of personal development in order to meet the required standards of the Music Service, including participation in INSET as organised or signposted by the Music Service.

To participate in any scheme of performance review operated by the Music Service.

To pursue and implement the Authority's policies on Equal Opportunities in relation to the employment and in regard to Council services.

PERSON SPECIFICATION

Position Title:	Sessional, Peripatetic Instrumental/Vocal/Key Stage Music Tutor	Date Prepared:	unknown
Directorate:	Families and Homes	Position Number:	various
Department:	Traded Services	Grade:	Music Service scale
Location:	Waltham Forest Music Service, School Lodge, Woodbury Rd, E17 9SB		
A= Application Form		I= Interview	T= Test

Person Specification	Essential	Desirable	Method of Assessment
1. EXPERIENCE			
Teaching experience	✓		I
2. SPECIAL ABILITIES/APTITUDES			
Able to perform to a high standard on principal instrument	✓		T
Able to maintain pupil records and up to date registers	✓		I
Able to provide annual reports to parents	✓		I
Able to promote and encourage instrumental teaching in schools and at Music School	✓		I
Able to promote participation in ensembles at school and at Music School	✓		I
Able to conduct and direct as and when required	✓		A&I
Able to perform in recitals if required	✓		T
Ability to speak the most common community languages in Waltham Forest other than English. These include Turkish, Urdu, Somali, Albanian, Bengali, Hindi and French.		✓	A
3. KNOWLEDGE			

Knowledge of teaching their specialist family of instruments/voice to pupils across the primary and secondary age range, and adults	✓		A&I
Knowledge of pupil assessment and planning for individual needs	✓		A&I
Up to date knowledge of music education and curriculum developments	✓		A&I
4. OTHER POSITION SPECIFIC REQUIREMENTS			
Expected to attend meetings and professional development days as and when required during the school year	✓		A&I
Required to play an active role in the aspirations of the service	✓		I
Required to be a good ambassador for the service	✓		I
Commitment to the council's equal opportunities policy and acceptance of responsibility for its practical application	✓		I
5. EDUCATION AND TRAINING			
Have a degree or equivalent (QTS if possible)		✓	A
6. DISQUALIFYING FACTORS			
Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the Council's Equal Opportunities Policy.	✓		I