

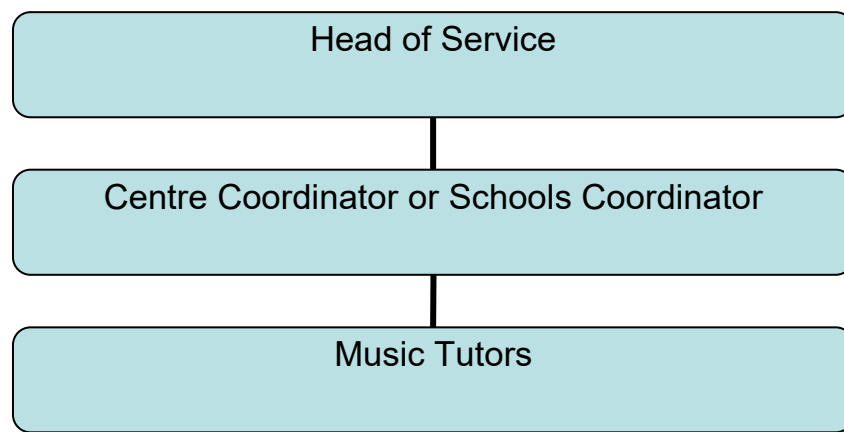
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

| | | |
|--|---|--|
| SERVICE | : | Early Help and Schools |
| SECTION | : | Rochdale Music Service |
| LOCATION | : | Rochdale Music Service 7-11 The Butts |
| JOB TITLE | : | MUSIC TUTOR |
| POST NUMBER | : | |
| Grade | : | NJC Grade 8 |
| Accountable to | : | Centre Coordinator or Schools Coordinator |
| Accountable for | : | None |
| Hours of Duty | : | Individually negotiated – 38/52 weeks specific purpose contract in accordance with the needs of the service. |
| Any Special Conditions of Service | : | <p>This post will require the post holder to be available for evening and weekend work.</p> <p>The post holder will be required to commit to the hours and days agreed</p> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council</p> <p>Appointment to this post is subject to an Enhanced Disclosure and Barring Service including barred list check against the child workforce</p> <p>This post is not Politically Restricted in accordance with the current regulations</p> |

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

The post holder will plan and teach musical instruments or classroom music to a high standard from a range of locations across the Borough and from the Music Centre, including preparing and entering students for performance exams

Where suitable the post holder may lead an ensemble or choir, both as part of music centre activities or for a school or other community group

Where suitable the post holder may support the Head of Service with the development of the service by undertaking some non-teaching work in order to increase the range and type of tuition offered and ensure inclusion

Control of Resources

Personnel

To be responsible for your own direction, support and motivation.

Financial

To work in accordance with Financial Regulations and procedures of the Authority.

Equipment/Materials

To be responsible for the care of all musical instruments, teaching resources and electronic resources used

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with both the Music Service's and the Council's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

Head of Service, through the Schools Coordinator or Centre and Ensembles Coordinator, colleagues within the music service, and other Council employees

External

Teachers, Parents and Carers, employees of partner organisations both within the borough and across the region

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our approach

Be aware of and apply these values and associated behaviours at all times

Principal Duties

- To teach students either individually or in groups.
- Where suitable to train and conduct ensembles/choirs
- To work in any school or organisation required by Rochdale Music Service.
- To work at the Music Centre as required.
- To assist with and participate in Music Centre activities, workshops, concerts and festivals.
- To take care of Music Service owned instruments that are on loan
- To assist in the issue and return of all resources available to schools and centre pupils

- To keep appropriate registers, record attainments and write pupil profile reports as required
- To attend periodic statutory training in relation to Council policies.
- To undertake the admin relating to the role and respond promptly to requests for information

Secondary Duties

To participate in Council programmes of in-service training as a trainee and when required as a facilitator

To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by Liz Jacobs Date 28th June 2021

Agreed by Postholder _____ Date _____

Supervisor _____ Date _____

Liz Jacobs Date January 2014

Service Director _____

**Rochdale Borough Council
Person Specification**

| | | | |
|------------------|-------------------------------|----------------------|--------------------|
| Service : | Early Help and Schools | Post: | Music Tutor |
| Section : | Music Service | Post Number : | |
| Job Ref: | | Grade: | NJC Grade 8 |

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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| Criteria | Essential (E) or Desirable (D) | How Identified: AF Application Form I Interview A Assessment |
|--|---|---|
| (a) Special Working Conditions | | |
| To be available for work beyond school core hours and in the evening or weekend as required, in order to teach in the music centre and support wider music service activities | E | AF/I |
| To be willing to work across multiple venues | E | AF/I |
| To commit to agreed contracted times and days | E | AF/I |
| To follow a flexible dress code to match the standards of dress in schools, the music centre and in other services | E | AF/I |
| (b) Qualifications and Experience | | |
| To be able to demonstrate a high standard of performance on your main instruments (where ABRSM grades apply beyond Grade 8) | E | AF/I |
| Demonstrate competence in teaching music | E | I/A |
| To be able plan, structure lessons and prepare work to a good standard | E | AF/I/A |
| (c) Skills and Knowledge | | |
| Ability to teach in small groups | E | AF/I |
| Demonstrate knowledge of external instrumental music exams and provide evidence of pupil attainment where appropriate | E | AF/I |
| Ability to communicate effectively both orally and in writing in a variety of settings on all relevant issues with parents, teachers and head teachers | E | AF/I |
| To complete promptly and to a high standard the administration connected to the role | E | AF/I |
| Ability to work flexibly to meet the needs of the Service | | AF/I |
| Demonstrate good team working skills | E | AF/I |
| (d) Behaviours and Values | | |
| 13 Approach the job at all times using the values set out below: <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach | E | AF/I |

| | | |
|--|--|--|
| Please confirm you are willing to adhere to these values and behaviours. | | |
|--|--|--|