

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.



Specialist Music Practitioner – First Thing Music

Vacancy ID: 008897

Salary: £ 4,693.63 - £5,007.07 Annually

Closing Date: 28/05/2018

Benefits & Grade

Grade I plus market forces supplement. Total hourly rate of £20.37 which is made up of £12.37 plus £8.00 supplement.

Contract Details

Fixed term to 31st July 2019 – Term Time Only

Contract Hours

7.5 hours per week – 1 day per week to be agreed

Disclosure

The successful applicant will be subject to an Enhanced DBS check

Interview Date

6th and 7th June 2018

Job Description

This post sits within the Tees Valley Music Service (TVMS) which provides instrumental and vocal tuition, covering all styles for all ages across the four partner authorities of Stockton-on-Tees, Hartlepool, Middlesbrough and Redcar & Cleveland.

All of our pupils receive free membership of TVMS ensembles and choirs, ranging from beginner level to advanced bands and orchestras in each area and county-wide.

TVMS has recently been successful in acquiring funding to support the 'First Thing Music' research Project.

The Project aims to employ suitably skilled Practitioners who will use materials developed by specialists from the British Kodaly Academy to support non-specialist teachers in schools to deliver the project materials.

We are looking for experienced music leaders who are comfortable leading practical sessions working with Year 1 classes. You will also need to be able to pick up the training materials and methods quickly and be able to support teachers in schools with the delivery of these.

These roles are specialised and will be supported with training from the British Kodály Academy.


For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Susan Robertson, Tees Valley Music Service Manager on 01642 603600.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.



 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children’s Services		Service Area: Tees Valley Music Service (TVMS)	
JOB TITLE: Specialist Music Practitioners for the ‘First Thing Music’ Research Project			
GRADE: I			
REPORTING TO: First Thing Music Project Lead/Service Manager of TVMS			
1.	JOB SUMMARY: To advise and support teachers with the delivery of daily music sessions and successfully lead the <i>First Thing Music</i> project in up to 10 primary schools. To deploy time and resources effectively in order to provide consultancy and CPD within schools to support the effective delivery of the project. To work in partnership with teachers, head teachers, the <i>First Thing Music</i> Project team and the Behavioural Insights research team to deliver and achieve specified outcomes and milestones as per the terms and conditions of the Education Endowment Foundation grant.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To become a bespoke Kodály trainer in partnership with British Kodály Academy Specialists to ensure that the quality of support provided is in line with the project aims and objectives.	
	2.	To be responsive to learning new skills and quickly understand the training materials and methods in order to ensure the Project is up and running promptly, thereby maximising the impact of the programme.	
	3.	To take part in associated CPD sessions for Music Practitioners with the participating teachers from the assigned schools	
	4.	To manage the project in up to 10 named schools and act as a support, guide, mentor and ‘critical-friend’ to the Year 1 teachers, Head Teachers and Music Coordinators in your designated schools.	
	5.	To manage your diary and time effectively in order to meet the requirements of the post and achieve effective outcomes.	
	6.	To direct the successful delivery of the project within assigned schools, using prescribed self-evaluation tools to monitor and evaluate the effectiveness of the programme.	
	7.	To identify any issues preventing the successful delivery of the programme, on a school by school basis, working closely with Year 1 teachers, Head Teachers and Music Co-ordinators to devise strategies, action plans and further training and support necessary to ensure successful implementation.	
	8.	To provide professional input and be supportive of class teachers in their delivery of the music sessions offering positive and constructive comments whilst identifying and intervening appropriately when needed.	
	9.	To keep up to date with local and national developments in order to disseminate information, ideas and updates to your schools and other members of the Project Team.	

	10.	To liaise closely with the <i>First Thing Music</i> team and School Leadership teams, identifying raising any concerns about the delivery and/or quality of project delivery within the schools
	11.	To work as part of a wider team working together with the <i>First Thing Music</i> team and the other music practitioners in order to ensure the fidelity of the programme, identify areas for development and ensure solutions are compatible with the Kodály philosophy.
	12.	To prepare reports for the First Thing Music Project Lead and other partners/funders/stakeholders as and when required.
	13.	To undertake such additional appropriate duties as may be required, including supporting the collection of data for the Project Evaluation team.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. (See '9' above)

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council. (The schools involved won't be regarded as 'customers' within the project, but rather as participants.)

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated: 23rd April 2018

PERSON SPECIFICATION

Job Title/Grade	Specialist Music Practitioners <i>'First Thing Music'</i> 1 day per week during term-time	Grade I
Directorate / Service Area	Children's Services	Tees Valley Music Service (TVMS)
Post Ref:	34387	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> A higher education qualification in Music (Degree/Diploma) 	<ul style="list-style-type: none"> Expertise in and/or an understanding of Kodály inspired music education 	Application
Experience	<ul style="list-style-type: none"> Extensive experience of working with children in a variety of educational settings Experience of having worked with teachers in a supporting and/or mentoring role Experience of teaching in Key Stage 1 Experience of the broader school agenda and curriculum Previous experience of Microsoft Excel, Word documents and Databases Experience of writing reports 	<ul style="list-style-type: none"> Experience of leading and managing music projects in school settings Experience of delivering CPD for teachers Experience of delivering Kodály inspired music education 	Application / Interview

Knowledge & Skills	<ul style="list-style-type: none"> • A high standard of vocal skill suitable for song leading in the classroom • Excellent organisational skills including time and project management • Excellent classroom management skills • Excellent communication skills with both young children and adults • Good inter-personal skills • Knowledge of Kodály inspired music education • Excellent communication skills – both written and verbal 	<ul style="list-style-type: none"> ▪ Understanding of child development in early years 	Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement • Ability to work as part of a team • Dedication and punctuality • Passionate about singing and music education • Problem-solving and the ability to see a particular challenge through another person's eyes • The ability to empathise and challenge when required 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • A sense of humour and a 'can-do' attitude • This post is subject to an Enhanced DBS disclosure check 		Interview

Person Specification dated: 23rd April 2018

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.