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| **Job Description** | |
| **Post title** | Cover Pool Teacher |
| **JE Reference No** | N/A |
| **Grade** | Teacher Unqualified – Main Pay Scale |
| **Service** | Children and Young People’s Services |
| **Service Area** | Education and Skills – Professional Support & Development |
| **Reporting to** | Manager of Music Education and the Deputy Heads of Service |
| **Location** | Your normal place of work will be Ushaw College, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post is not eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

All officers employed within the Children and Young People’s Services (CYPS) have, as well as their specific post related responsibilities, a general responsibility to contribute to the successful operation of CYPS by recognising that the purpose of the Department is facilitating and supporting learning in the County and that doing so requires staff to work together in teams and co-operate to achieve this objective. The general responsibilities of the post therefore include:-

To contribute to improving the quality of education and learning opportunities for the people of the County of Durham (and Borough of Darlington) by assisting:

* Individual clients and service users
* Head Teachers and other heads of establishments and services of the LA and other teaching and support on managerial, administrative, procedural, resource and other matters.
* Colleague officers and inspectors and where appropriate, governors and Elected Members, in supporting schools and other educational establishments in their work.

This will involve supporting the senior management team of the department and the wider group of the Department’s officers in:

* Implementing the policies of the Local Authority as they bear on the individual’s post and responsibilities.
* Providing direct advice and support to clients of the education service.
* Responding to requests for advice from head teachers and heads of other educational establishments or services.
* Assisting in the implementation of special projects as appropriate to the post holder’s sphere of work.
* Contributing to regular review processes
* Maintaining an effective and up to date expertise and ongoing involvement in policy implementation, specifically in relation to the duties of the post but also more generally.

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| **Duties and responsibilities** |

Under the direction of the manager of Music Education and the Deputy Heads of Service:

* Provide temporary cover for absent members of Durham Music Service teaching staff.
* Plan and deliver instrumental and/or vocal lessons to groups of young people.
* Plan and deliver First Access and other whole-class programmes (based on own discipline or generic programmes)
* Assist with the preparation of candidates for examinations (GCSE,AS,A2 etc.) and prepare and enter candidates for performance examinations (Associated Board, Rockschool ,etc.)
* Assist with or lead a Durham Music Service ensemble (twilight session)
* Assist with or lead Durham Music Service course and workshops.
* Assist with the development of new and current programmes to meet the requirements of schools and the Music Education Hub
* Assist school-based colleagues with the delivery of the curriculum for music.
* Liaise with school-based colleagues to ensure all programmes meet the requirements of the school.
* Communicate effectively with the teaching staff and administrative staff of Durham Music Service and with schools/academics and parents/carers
* Assess, record and report on progress and attendance to parents/carers, schools and Music Service
* Maintain accurate records of Durham Music Service instrumental stock and follow procedures for stock control.
* Provide statistical data as required by Durham Music Service, for the Music Education Hub and for Arts Council England/Department of Education.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Music Performance Qualification | * Degree/Diploma in relevant subject * A level in relevant subject * Qulaified Teacher status |
| Experience |  |  |
| Skills & Knowledge | * Evidence of good teachig skills and commitment to pupils * Able to demonstrate performance skills to at least Grade 8 equivalent standard * Good general music knowledge * Evidence of good organisational skills an an ability to complete administrative details accurately * Knowledge of music curriculum requirements * IT Skills including music writing software (e.g. Sibelius, Finale) | * Evidence of ability to teach to Ofsted ‘Good’ or ‘Outstanding’ standards * Experience in ensemble leadership * Experience of large group/whole class music provision * Can teach across full range of given instrumental discipline * Able to teach in a full range of styles |
| Personal Qualities | * Good interpersonal skills * Good team member * Able to use initiative * Willingness to share experience, skills and knowledge and able to encourage and motivate others to followsuit * Smartly dressed and professional in appearance * An ability to be punctual and to maintain the hours of work associated with the post * Adaptable, flexible and creative ina range of working demands * Able to travel to and betweenvarious sites within the authority * Music Service staff are expected to work to, and maintain the highest standards of conduct and professionalism when carrying out their work | * Willingness to be involved in the wider work of the Service |