

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate:</b> <b>Children's Services</b>		<b>Service Area:</b> <b>Education Improvement Service</b>
<b>JOB TITLE</b> <b>Casual Tutor – Tees Valley Music Service (TVMS)</b>		
<b>GRADE: 1</b> <b>(Casual)</b>		
<b>REPORTING</b> <b>TVMS Management Team</b>		
<b>1.</b>	<b>JOB SUMMARY:</b>  To deliver small group instrumental/vocal tuition across a number of key stages on at least one instrument (or voice) at schools/colleges, educational settings and online or remotely across the boroughs of Stockton, Hartlepool, Middlesbrough and Redcar and Cleveland according to need. Support and lead ensembles and sectionals in premier, area and school ensembles and at TVMS events.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1.	Plan and direct weekly instrumental/vocal lessons for TVMS students. When these aren't possible face to face to organise online tuition in their place using digital technologies such as Zoom and Teams
	2.	Plan, develop and evaluate instrumental/vocal materials used in small group lessons as well continuous assessment of learners' work
	3.	Actively recruit new students from area schools and for online tuition maintaining appropriate quality standards, quality monitoring including student retention rates, examination results, achievement rates and student progress
	4.	Support with instrumental/vocal workshop opportunities and online projects and events across the four local authority areas on your instrument/voice including weekend and holiday workshops such as TVMS Come and Sing Days, Snappy Events and Summer Schools
	5.	Support the development of the area, premier and online projects, ensembles and masterclasses and encourage pupils to access these
	6.	Be an ambassador for and promote the work of TVMS and the Music Education Hub within schools and colleges and encourage all first access students, whatever age, ability or background to continue with small group instrumental/vocal tuition
	7.	Keep up to date with local and national developments on your instrument/s/voice and engage in regular CPD opportunities, including safeguarding training arranged by TVMS

	8.	Attend planning and review meetings with members of the TVMS Management Team as and when required
	9.	Adhere to service policies and procedures and participate in team meetings and full staff briefings relevant to the service
	10.	Participate in staff and whole-service development activities, including in-service training, team meetings and working party groups
	11.	Offer educational guidance and appropriate student welfare, including procedures relating to recruitment, enrolment and induction of students. Use TVMS Management software Speed Admin effectively to support with this
	12.	Maintain acceptable safeguarding standards at all times in accordance with SBC and TVMS policy
	13.	Undertake such personal training/induction training as may be deemed necessary to meet the duties and responsibilities of the post.
	14.	Meet deadlines and keep accurate and up-to-date registers of student attendance to lessons and ensemble activities
	15.	Take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the authority's and TVMS' health and safety rules, risk assessments and legislative requirements
	16.	Undertake such other duties and responsibilities commensurate with the grading and nature of the post

### 3. GENERAL

**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.

**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.

**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.

**Inclusion** - The values of equality, diversity and inclusion sit at the heart of our programme planning and delivery, and therefore we would particularly welcome applications from those who identify as being underrepresented within the music and education sector, from Black And Minority Ethnic Communities or those registered with a disability.

We believe all young people should have the opportunity to participate in music making and have a choice of progression routes which meet their individual needs and allow them to unlock and fulfil their potential. We put young people at the centre of our programmes, from planning to delivery, and ensure that Youth Voice is at the heart of our ways of working. TVMS believes passionately in the principles of Equality, Diversity and Inclusion and is committed to ensuring that these principles are embedded throughout our organisation. We believe that all young people’s musical experiences should be **HEARD**:

**Holistic** - placing emphasis on personal, social and musical outcomes

**Equitable** – people facing the biggest barriers receive the most support

**Authentic** - developed with and informed by the people we do it for

**Representative** – the people we work with as participants and colleagues reflect our diverse society

**Diverse** – all musical genres, styles, practices are valued equally

	Name:	Signature:	Date
Job Description written by: (Manager)	Susan Robertson Service Manager TVMS		09.07.21
Job Description agreed by: (Post holder)	.....	.....	.....

**Job Description dated 9<sup>th</sup> July 2021**



## PERSON SPECIFICATION

Job Title/Grade	<b>Casual Tutor – Tees Valley Music Service (TVMS)</b>	<b>Grade I (Casual)</b>
Directorate / Service Area	<b>Education Improvement Service</b>	<b>Tees Valley Music Service</b>
Post Ref:		

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	Undergraduate Degree or Diploma Level achievement or equivalent relevant experience	Diploma level or PGCE in teaching and/or evidence of further study	Application form
Experience	Experience of tutoring mixed ability group instrumental/vocal tuition face to face and online  Experience of conducting instrumental/vocal ensembles	Experience of tutoring across a variety of key stages in a number of educational settings  Experience of arranging music for instrumental/vocal ensembles	Application / Interview/Tutoring

		<p>Experience of using IT when tutoring</p> <p>Experience of teaching towards and entering students for examinations with successful results</p>	
<p>Knowledge &amp; Skills</p>	<p>Excellent organisational, communication skills</p> <p>IT Skills and competency in Microsoft Office programmes including Word/Excel/Power Point and specific Music IT teaching and recording programmes</p> <p>Good communication skills and ability to tutor a variety of age ranges and abilities including SEN students</p> <p>Wide knowledge of musical repertoire and tutor materials</p> <p>Knowledge of technical workings of instruments</p> <p>Well-developed teaching strategies which maintain the focus and engagement of young people</p> <p>A sound understanding of the principles of Equality, Diversity and Inclusion, and how this applies to your own practice, or a willingness to develop skills and knowledge in this area</p>		<p>Application / Interview/Tutoring</p>
<p>Specific behaviours relevant to the post</p>	<p>Flexible working and ability to be able to work in the evenings, at weekends and during school holidays</p> <p>Team worker</p> <p>Committed to excellence</p>		<p>Application / Interview</p>

	<p>Ability to lead, inspire and relate to young people</p> <p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Highly motivated to help every young person develop their musical potential</p> <p>High expectations of young people in terms of both achievement and behaviour, and respond appropriately where necessary</p> <p>Diligence in all matters relating to the care and well-being of young people whilst attending TVMS activities, including Health &amp; Safety, recording student attendance, and liaising with the TVMS Management Team where necessary in order to resolve issues</p> <p>Understanding the need to communicate clearly and in a timely fashion with Management, parents and students</p> <p>Ability to ask for help at an appropriate level</p> <p>Logical approach to problem solving</p> <p>Friendly and helpful with a good sense of humour</p>		
<p>Other requirements</p>	<p>This role will be subject to an enhanced DBS check</p>		