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| **Job Description** |
| **Post title** | Casual 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 allocated schools, but you may be required to work at any location within County Durham and Darlington |
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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** |

Peripatetic teacher, teaching small group and/or whole class lessons, plus other generic music sessions and ensembles in various schools. Durham Music Service covers schools in both County Durham and Darlington.

Durham Music Service provides lessons and programmes in the following main teaching areas:

* Upper strings (violin/viola)
* Lower strings (cello/double bass)
* Woodwind (flute/clarinet/sax plus double reed in some schools)
* Brass
* Guitar and ukulele
* Percussion
* Piano and keyboard
* Curriculum (EYFS to KS2)
* Singing

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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, BTEC etc.) and prepare and enter candidates for performance examinations (Associated Board, Trinity, Rockschool etc.)
* Assist with or lead a Durham Music Service ensemble (twilight session)
* Assist with or lead Durham Music Service courses 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.

*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 (Grade 8 or equivalent) on principal instrument or voice
 | * Degree/Diploma in relevant subject
* A level (or equivalent) in relevant subject
* Qualified Teacher status
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| Experience | * Evidence of good teaching skills and commitment to pupils (which might include private teaching or a teaching module as part of a course).
* Evidence of good organisational skills and an ability to complete administrative details accurately
 | * Experience of large group/whole class music provision
* Experience of SEN work
* Experience of leading ensembles
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| Skills & Knowledge | * Able to demonstrate performance skills to Grade 8 equivalent standard
* Good general musical knowledge
* Knowledge of music curriculum requirements
* Competent with IT, including Office 365 and music writing software (e.g. Sibelius or Finale)
 | * Able to teach across full range of given instrumental discipline.
* Able to teach in a range of settings and age groups
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| Personal Qualities | * Good interpersonal skills
* Able to use initiative
* Good team member
* Willingness to share experience, skills and knowledge and able to encourage and motivate others to follow suit
* 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 in a range of working demands.
* Able to travel to and between schools
* 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
* Full driving licence and own transport
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