

*At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.*

**JOB DESCRIPTION**

**POST TITLE:** Music Tutor

**MEMBER OF STAFF:** Vacancy

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Plan individual lessons and overall schemes of work for students.
2. Arrange lesson schedules and collect fees.
3. Instruct individual and/or group lessons lasting 15-30 minutes incorporating elements of general musicianship, such as ear training and theory, as well as instrumental technique and interpretation.

3. Develop knowledge of materials and repertoire for students at different stages of their musical development.

4. Prepare students for performances, examinations (including ABRSM, GCSE and A-Level), auditions and music festivals.

6. Enter students for examinations and organise an accompanist.

7. Work alongside classroom teachers on music activities at all key stage levels.

8. Encourage students to participate in school-based extra-curricular activities.

9. Communicate with parents about their child’s lesson and progress.

10. Communicate with the Curriculum Coordinator for Music regarding student progress and well-being.

11. Arrange performance opportunities for students, such as concerts for friends and relatives.

12. Encourage lesson attendance by contacting parents and fetching students from lessons if necessary.

13. Support students in their use of music technology, including Sibelius and recording technology.

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. Undertake training and development activities relevant to the position.

1. Co-operate with the school in complying with relevant health and safety legislation, policies and procedures.
2. Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy.
3. Support the aims and ethos of the school.

5. Maintain confidentiality and observe data protection and associated guidelines where appropriate.

6. Maintain an awareness of Safeguarding Children and Safer Working.

7. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

**PERSON SPECIFICATION**

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|  | **Essential or Desirable** |
| **Experience:** |
| Working with young people | Essential |
| A range of experiences as a performer | Desirable |
| Instructing music in the 11-18 age range | Desirable |
| Working in a school | Desirable |
| Working with groups of musicians (e.g. choirs, orchestras, bands etc.) | Desirable |
| **Qualifications:** |
| Grade 8 or equivalent qualification in specialist instrument | Essential |
| Evidence of continuing professional development | Desirable |
| Performing diploma | Desirable |
| Degree in Music or equivalent qualification | Desirable |
| **Knowledge:** |
| Understanding of the importance of safeguarding children and of safer working practice | Essential |
| Development of musicianship in students in the 11-18 age range | Essential |
| Curriculum/syllabi of the Associated Board and Trinity/Guildhall examinations | Essential |
| Demonstrable knowledge of instrumental technique and repertoire | Essential |
| **Skills:** |
| Ability to monitor student achievement and plan for future progress | Essential |
| Ability to plan lessons and overall schemes of work | Essential |
| Ability to perform at post grade 8 level | Essential |
| Self-motivation | Essential |
| Adaptability and flexibility | Essential |
| Ability to teach groups and ensembles | Desirable |
| Ability to recognise the need for and maintain a high degree of confidentiality | Essential |
| Ability to relate to teachers, other professionals, parents and students | Essential |
| Ability to work as part of a team and on own initiative | Essential |
| Ability to work calmly and professionally under pressure  | Essential |
| Attention to detail | Essential |
| Ability to organise and prioritise work effectively and to deadlines | Essential |
| Good communication skills | Essential |
| **Attitudes and Values:** |
| Commitment to school improvement and raising achievement for all students | Essential |
| Ability to form and maintain appropriate relationships and personal boundaries with young people | Essential |
| Takes responsibility and understands accountability | Essential |
| Committed to the needs of the students, parents and other stakeholders  | Essential |
| Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations | Essential |
| Adaptable to change | Essential |
| Ability to relate to and promote the school ethos | Essential |
| **Other:** |
| Willing to self-improve / attend training | Essential |
| Maintaining and extending your own musical experience | Essential |
| Willingness to take part in a busy music department | Essential |

*The post-holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.*

Evidence will be drawn from some or all of:

* Letter in support of application
* Application form
* Response to questions during interview
* Test or task
* References