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| |  | | --- | |  | | **Instrumental/Vocal Tutor**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/> |   green band epsStockport Council  **Job Description** | |
| Post Title: Instrumental/Vocal Tutor  **Service Area: Stockport Music Service**  **Directorate: Services to People (Education)**  **Team: Music Service** | Salary Grade: Unqualified Techers’ Pay Scale 3-6, depending on experience |
| **Post Reports to:** Head of Music Service  **Post Responsible for:** Instrumental/vocal tutors work as part of a team responsible for offering high quality music education by motivating and inspiring pupils to learn and perform music. | |
| **Main Purpose of the Job:**  To provide musical instrument/vocal instruction to pupils in groups and individually in schools and Music Centres.  To tutor and direct ensembles as required.  To work as part of a professional team dedicated to offering high quality music education. | |
| **Summary of responsibilities and key areas:**  Instrumental tutors are required to act in accordance with the policies of the Stockport Music Service / Stockport Council Services to People Directorate. Specific duties and responsibilities may include, but are not necessarily restricted to :  • Selecting and auditioning pupils for tuition and membership of ensembles  • Teaching pupils in groups and individually according to their instrumental/vocal needs both in schools and Music Centres  • Contributing to music courses in order to assist the progress and development of pupils  • Undertaking suitable planning and preparation of lessons and materials to ensure pupil progress  • Ensuring pupil progress is properly monitored and recorded, and providing written reports at least once a year  • Contributing to the system of maintaining written records of instruments issued to pupils  • Performing in and contributing to various groups and ensembles as part of the Stockport Music Service's programme of concerts and workshops to schools  • Offering appropriate advice and guidance to pupils and parents  • Being familiar with new repertoire and teaching methods  • Participating in arrangements for further training and professional development  • Participating in any arrangements for the appraisal of instrumental tutors  • Liaising with Headteachers, Heads of Music Department and school staff  • Attending staff, parents' meetings and concerts as required  • Assisting with the preparation and tutoring of pupils, ensembles and groups for concerts and public examinations  • Maintaining good order and discipline among pupils and safeguarding their health and safety  • Ensuring that all premises in which activities take place receive due care and respect  • Undertaking any other reasonable duties as requested by the Head of Music Service or person with delegated responsibility  Some of these duties and responsibilities may involve working after school and / or at weekends so a flexible approach is required. | |
| **Job activities:**  Instrumental/vocal tutors are required to teach pupils in small group and whole class settings in schools and music centres as required by the needs of the service. The role involves moving between schools so it is essential that candidates can do this in a timely manner. Hours can be during the school day or evenings so it is essential that tutors are flexible in this regard.  All tutors must be technically competent on their chosen instrument(s)/voice as applicable and able to demonstrate this to a good standard. It is also essential that tutors are able to read standard music notation and any other forms of notation appropriate to their chosen field. | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Able to perform to a high standard on the designated instrument/voice | Essential |
| Able to communicate effectively with pupils, parents, schools and colleagues | Essential |
| Have good ICT skills to facilitate use of music software and pupil reporting software (training will be provided) | Desirable |
| Able to read and perform from standard music notation and other forms of notation that are appropriate to your chosen instrument/voice | Essential |
| Hold a musical qualification at a high standard | Essential |
| Hold a teaching qualification (e.g. QTS, CTABRSM or similar) | Desirable |
| Have prior experience of small group/whole class instrumental/vocal teaching | Desirable |
| Able to teach a range of instruments within a specific discipline | Essential |
| Able to teach across different instrumental disciplines | Desirable |
| Able to plan for pupil progress over time and use assessment as a means of measuring this | Essential |
| Able to work flexibly as part of a team and under own initiative | Essential |
| Ability to play the piano to a high standard | Desirable |
| The ability to converse at ease with service users/customers and provide advice in accurate spoken English. | Essential |