

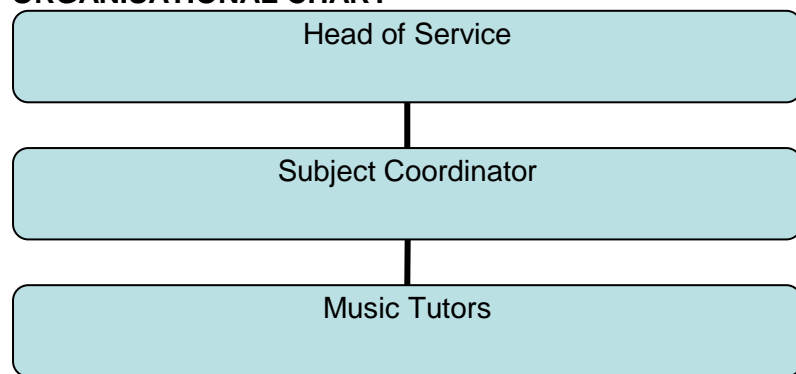
METROPOLITAN BOROUGH OF ROCHDALE

JOB DESCRIPTION

SERVICE SECTION	:	Early Help and Schools Music Service
LOCATION	:	Rochdale Town Hall
JOB TITLE POST NUMBER	:	MUSIC TUTOR :
Grade	:	8
Accountable to	:	Lead Tutor
Accountable for	:	None
Hours of Duty	:	Individually negotiated – 38/52 weeks specific purpose contract in accordance with the needs of the service.
Any Special Conditions of Service		<p>This post will require the post holder to be available for evening and weekend work.</p> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.</p> <p>Subject to enhanced Disclosure and Barring background check</p> <p>In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with the members of the public and provide advice in accurate spoken and written English.</p> <p>This post is not Politically Restricted in accordance with the current regulations</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

The post holder will be required to assist the Head of Service, through their line manager, in developing an effective service that responds to the needs of each individual school and service user and to assist in the development of all Music Centre performance groups.

Control of Resources

Personnel

To be responsible for your own direction, support and motivation.

Financial

To work in accordance with Financial Regulations and procedures of the Authority.

Equipment/Materials

To be responsible for the oversight of all Instrumental Resources used in their teaching.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

Town Hall staff, Officers within the Department and other Council employees

External

All stakeholders of the Rochdale Music Service i.e. Headteachers, Teachers, Parents and Carers, children and young people, partners of the Music Service for example the armed forces bands and representatives of the Greater Manchester Music Hub and other musician who support the work of the service

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

- To teach students either individually or in groups.
- To work in any school or organisation required by Rochdale Music Service.
- To work at Music Centres as required.
- To assist in the promotion of Music Centre activities, workshops, concerts and festivals.
- To have an oversight of Authority owned instruments that are on loan to students that you teach.
- To assist in the issue and return of all resources available to schools.
- To keep appropriate registers and to record attainments.
- To provide pupil profile reports on request from Schools and Music Centres.
- To attend periodic statutory training in relation to Council policies and continue own professional development.

Secondary Duties

- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	<u>Liz Jacobs</u>	Date	<u>July 2017</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u></u>	Date	<u></u>
Service Director	<u></u>	Date	<u></u>

Rochdale Borough Council Person Specification

Service :	Early Help and Schools	Post:	Music Tutor
Section :	Music Service	Post Number :	
Job Ref:		Grade:	8

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Please confirm you are able to work out of hours and beyond core school hours, as required, in order to fulfil duties and support Music Service activities	E	AF,I
2 Personal commitment to equal opportunities and improving life chances of children and young people.	E	A I
3 Commitment to self-improvement and personal professional development.	E	A I
(b) Qualifications and Experience		
4 Please demonstrate your high standard of performance on your main instrument, (where ABRSM grades apply beyond grade 8)	E	AF, I,
5 Please demonstrate your competence in instrumental tuition	E	AF, I, Assessment
6 Please give your experience of leading ensembles/small groups	E	AF,I
(c) Skills and Knowledge		
7 Please give details of your ability to plan, structure and have appropriate expectations of pupils' work and assess stages of development and maturity keeping adequate records	E	AF,I
8 Please outline any ability to successfully teach other musical instruments or related tuition for example curriculum teaching or composition	E	AF,I
9 Please demonstrate your knowledge of external instrumental music exams and provide evidence of pupil attainment where appropriate	E	AF,I
10 Give details of your ability to communicate effectively, both orally and in writing, in a variety of settings on all relevant issues with parents, teachers and head teachers	E	AF,I
11 What is your ability to work as a member of a team	E	AF,I
12 The ability to teach in small groups	E	AF,I
13 The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post	E	AF/I
(d) Behaviours and Values		
Approach the job at all times using the values set out in the		

14	<p>Rochdale Way:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I
15	If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	D	AF/I
16	If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF/I