



#### JOB DESCRIPTION

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| **Department** | | Childrens ServiceS |
| **Job Title** | | INstrumenTal/VOcal Teacher |
| **Grade** | | MPS/unqualified teacher scale |
| **Primary Purpose of the Job** | | TO PROVIDE INSTRUMENTAL/VOCAL TEACHING LESSONS IN SCHOOLS THROUGHOUT THE AUTHORITY |
| **Responsible to** | | HEAD OF SERVICE and INSTRUMENTAL/VOCAL MANAGER |
| **Responsible for** | | INSTRUMENTAL/VOCAL TEACHING |
| **Principal Responsibilities** | | TEACHING AND LEARNING |
| **MAIN DUTIES** | | |
| 1.  2.  3.  4.  5.  6.  7.  8.  9.  10.  11.  12.  13. | **TEACHING AND LEARNING**  To teach instruments/voice as agreed with the Head of Service  To teach whole classes, groups or individually at all levels of attainment  To teach in LA Primary and Secondary Schools and at Music Centre as directed by the Head of Service  To develop the teaching of chosen specialist instrument, providing advice and INSET to other members of the department when appropriate  To raise standards of playing and singing in LA schools and at Music Centre  To promote access and take-up of instrumental/vocal tuition in school  To support the development of ensembles in schools and at Music Centre  To attend Music Service courses, festivals and concerts during the evenings and  weekends and to assist in the organisation of such activities where appropriate  To work with colleagues in ensemble groups giving concerts, demonstrations and recitals  in Primary, Secondary and Special schools where required  To contribute to the development of work within the Music Service including Programmes  of Study and Schemes of Work  To plan, prepare and evaluate your work in schools, in accordance with Bolton Music Service procedures.  To undertake personal development training relevant to the needs of the post  To embrace new developments in the working practices of the Music Service | |
| 1.  2. | **REPORTING**  To complete reports and assessments about students in accordance with Music Service policy  To prepare and complete evaluations, reports and reviews as requested by the Head of Service | |

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| **Date Job Description prepared/updated** | March 2017 |
| **Job Description prepared by** | Carolyn Baxendale |



**PERSON SPECIFICATION**

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| **Department** | Childrens Services |
| **Job Title** | instrumental/VOCAL teacher |

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| **STAGE ONE** | | | | Disabled Candidates are guaranteed an interview if they meet the essential criteria | | | |
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| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | High level of instrumental/vocal proficiency | | | | | Application form/Interview |
| 2. | High level of personal musicianship | | | | | Application form/Interview |
| 3. | Ability to teach instruments/voice to an advanced level | | | | | Application form/Interview |
| 4. | Administrative skills suitable to the post | | | | | Application form/Interview |
| 5. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | Performing at a high standard in a variety of genres | | | Application form/Interview | |
| 2. | | Teaching children of all abilities | | | Application form/Interview | |
| 3. | | Teaching children of all ages | | | Application form/Interview | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | Ability to inspire and motivate young people with a variety of backgrounds and experiences | | | Application form/Interview | |
| 2. | | Willingness to attend and contribute to INSET and regular departmental meetings and reflect on aspects of instrumental teaching and learning | | | Application form/Interview | |
| 3. | | Willingness to coach and direct ensembles within schools and at Music Centre when appropriate | | | Application form/Interview | |
| 4. | | IT skills to support planning, teaching and evaluation | | | Application form/Interview | |
| 4. | | This post is subject to [an enhanced / a standard] disclosure from the Disclosure & Barring Service | | | Application Form  Interview | |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | | |
| **Additional Requirements** | | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | | |
| 1. | Directing and conducting experience | | Application Form/Interview | |
| 2. | Keyboard/accompanying skills | | Application Form/Interview | |
| **2. Experience/Qualifications/Training etc** | | | | |
| 1. | Conservatoire training/degree or equivalent/teaching qualification | | | Application Form/Interview |

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| **Date Person Specification prepared/updated:** | **April 2012** |
| **Person Specification prepared by:** | **Carolyn Baxendale** |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.