

**Job Description**

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| **Department** | **CHILDREN’S SERVICES** |
| **Job Title** | MUSIC CURRICULUM TEACHER |
| **Grade** | TEACHERS PAY AND CONDITIONS |
| **Primary Purpose of Job** | TO PROVIDE VOCAL TEACHING IN SCHOOLS IN BOLTON AND BLACKBURN WITH DARWEN |
| **Reporting To** | HEAD OF SERVICE AND TEACHING AND LEARNING MANAGER |
| **Direct Staffing Reports** | N/A |

**Main Duties**

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| **1** | To teach Music Curriculum in primary schools as agreed with the Head of Service | |
| **2** | To support classroom teachers in their own development | |
| **3** | To create a range of resources to support each school | |
| **4** | To develop the quality of music curriculum teaching, providing advice and INSET to other members of the Music Service team when appropriate | |
| **5** | To bring the latest developments in music education to the schools you work with | |
| **6** | To promote access and take-up of instrumental and vocal tuition in school | |
| **7** | To lead and support the development of choirs and ensembles in schools and at Bolton Music Centre | |
| **8** | To attend Music Service courses, festivals and concerts during the evenings and weekends and to assist in the organisation of such activities where appropriate | |
| **9** | To work with colleagues in ensemble groups giving concerts, demonstrations and recitals in Primary, Secondary and Special schools where required | |
| **10** | To contribute to the development of work within the Music Service including Programmes of Study and Schemes of Work | |
| **11** | To plan, prepare and evaluate your work in schools, in accordance with Bolton Music Service procedures. | |
| **12** | To undertake personal development training relevant to the needs of the post | |
| **13** | To embrace new developments in the working practices of the Music Service | |
| **Date Job Description prepared/updated:** | | **March 2022** |
| **Job Description prepared by:** | | **Carolyn Baxendale** |

**Person Specification**

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| **Department** | | | **CHILDERN’S SERVICES** | | | |
| **Job Title** | | | **MUSIC CURRICULUM TEACHER** | | | |
| **Stage One** | | | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf (gmhsc.org.uk)](https://www.gmhsc.org.uk/wp-content/uploads/2018/04/Carers-Charter-FINAL.pdf) are guaranteed an interview if they meet the essential criteria for the role | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | High level of knowledge of the National Curriculum for Music (Primary) | | | | | Application form/Interview |
| 2. | High level of personal musicianship | | | | | Application form/Interview |
| 3. | Ability to teach in a range of primary school settings | | | | | Application form/Interview |
| 4. | Highly developed interpersonal skills | | | | | Interview |
| 5. | Administrative skills suitable to the post | | | | | Interview |
| 6. | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | Experience of teaching music in primary schools | | | Application form /Interview | |
| 2. | | Teaching children of all ages and abilities and a wide range of backgrounds | | | Application form /Interview | |
| 3. | | Experience of working with school choirs | | | Application form /Interview | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | | | Interview | |
| 2. | | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | | | Interview | |
| 3. | | Ability to inspire and motivate young people from a variety of backgrounds, including those with additional needs | | | Interview | |
| 4. | | Ability to create high quality teaching resources | | | Interview | |
| 5. | | IT skills to support planning, teaching and evaluation | | | Interview | |
| 6. | | This post is subject to an enhanced disclosure from the Disclosure & Barring Service with check of relevant barred list(s) | | | Interview | |
| **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. | Experience of leading training sessions for other teachers | | | | | Interview |
| 2. | Keyboard/accompanying skills | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | Conservatoire training/degree or equivalent and/or teaching qualification | | | | | Application Form |
| 2. |  | | | | |  |

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| **Date Person Specification prepared/updated** | **March 2022** |
| **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.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





