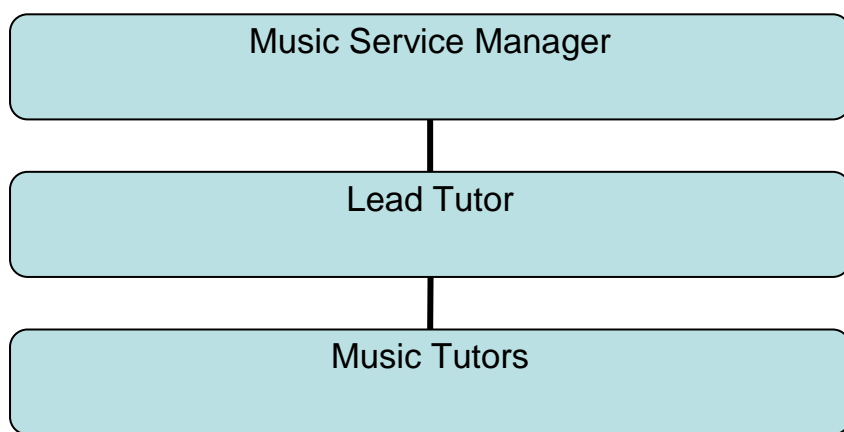


**ROCHDALE BOROUGH COUNCIL**  
**JOB DESCRIPTION**

<b>SERVICE</b>	:	Early Help and Schools
<b>SECTION</b>	:	Music Service
<b>LOCATION</b>	:	Rochdale Town Hall, The Esplanade, Rochdale
<b>JOB TITLE</b>	:	CASUAL MUSIC TUTOR
<b>Grade</b>	:	8
<b>Accountable to</b>	:	Lead Tutor
<b>Accountable for</b>	:	None
<b>Hours of Duty</b>	:	Individually negotiated – 38/52 weeks specific purpose contract in accordance with the needs of the service.
<b>Any Special Conditions of Service</b>		<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 DBS background checks</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 Music Service Manager, through the Instrumental 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**

Senior School Improvement Manager through the Head of Music Service, officers within the Department and other Council employees

#### **External**

All stakeholders of the Rochdale Music Service ie. Headteachers, Governors, Teachers, Parents and Carers.

### **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.

## **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 Liz Jacobs Date January 2014

Agreed by Postholder \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	<b>Early Help and Schools</b>	<b>Post:</b>	<b>Casual Music Tutor</b>
<b>Section :</b>	<b>Music Service</b>	<b>Post No:</b>	<b>EHSMS0000015</b>
<b>Job ref:</b>		<b>Grade:</b>	<b>8 (SCP36)</b>

**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.

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

<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>(a) Special Working Conditions</b>		
1 Are you able to work some out of hours to support Music Service activities and able to work beyond core school hours as required to fulfil duties?	<b>E</b>	<b>AF and I</b>
<b>(b) Qualifications and Experience</b>		
2 Are you able to demonstrate a high standard of performance on your main instrument (where ABRSM grades apply beyond Grade 8)?	<b>E</b>	<b>AF and I</b>
3 Please demonstrate your competence in instrumental tuition	<b>E</b>	<b>AF and I</b>
4 Do you have experience of leading ensembles/small groups?	<b>D</b>	<b>AF and I</b>
<b>(c) Skills and Knowledge</b>		
5 Are you able to successfully teach <b>all</b> instruments within the instrumental family group? Please give details.	<b>E</b>	<b>AF and I</b>
6 What abilities do you have to teach in small groups?	<b>E</b>	<b>AF and I</b>
7 Please explain how you would plan, structure and have appropriate expectations of pupils work and assess stages of development and maturity keeping adequate records	<b>E</b>	<b>AF and I</b>
8 What knowledge of external instrumental music exams and providing evidence of pupil attainment where appropriate do you have?	<b>E</b>	<b>AF and I</b>
9 How would you communicate effectively, both orally and in writing, in a variety of settings on all relevant issues with parents, teachers and headteachers?	<b>E</b>	<b>AF and I</b>
10 What abilities do you have to work as a member of a team?	<b>E</b>	<b>AF and I</b>
11 What is your personal commitment to equal opportunities and improving life chances for children and young people?	<b>E</b>	<b>AF and I</b>
12 Please demonstrate your commitment to self-improvement and personal professional development	<b>E</b>	<b>AF and I</b>
<b>(d) Values and Behaviours</b>		
13 Approach the job at all times using the values set out in the Rochdale Way:  <ul style="list-style-type: none"> <li>Valuing our people</li> <li>Focusing on customers</li> </ul>	<b>E</b>	<b>AF and I</b>

<ul style="list-style-type: none"> <li>• Acting with integrity</li> <li>• Using time and money wisely</li> <li>• Working together</li> <li>• Always learning and improving</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p>		
<b>(d) Armed Forces</b>		
14 If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces.	<b>D</b>	<b>AF</b>
15 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.	<b>D</b>	<b>AF</b>