



JOB DESCRIPTION

JOB TITLE: Clarinet and Recorder Teacher

DEPARTMENT: Music Service

GRADE: Unqualified Teacher Scale 3 - 6 Teachers Pay and Conditions

WORKING PATTERN: 3 hours per week during term time - Saturdays

WORKING HOURS:

Saturdays 9.15am – 12.15pm

DIRECTLY RESPONSIBLE TO: Head of Music Service

Main Purpose of the Job:

Clarinet and recorder specialist to each 1-1 and small group woodwind and recorder lessons at the Claremont Centre in Sale. Pupils will include a range of ages and abilities including infants.

Main Duties:

Instrumental tutors are required to act in accordance with the policies of Trafford Music Service. Specific duties may include:

- 1) Teaching pupils in groups, individually or whole class, according to their needs
- 2) Preparing resources to aid pupils' learning and progress
- 3) Ensuring pupils' progress is properly monitored and recorded, and providing written reports at least once a year.
- 4) Ensuring that teaching spaces are prepared prior to the centre opening to pupils, by arriving well ahead of the start time.
- 5) Maintaining written records of instruments issued to pupils as appropriate
- 6) Offering appropriate advice and guidance to pupils.
- 7) Being familiar with new repertoire and teaching methods
- 8) Participating in arrangements for further training and professional development
- 9) Attending staff and parents' meetings up to three times a year

- 10) Support pupils, ensembles and groups in concerts and other performances
- 11) Maintaining good order and discipline among pupils and safeguarding their health and safety
- 12) Ensuring that premises in which activities take place receive due care and respect
- 13) Undertake any other reasonable duties as required by the Head of Music Service

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Confidentiality

To adhere to the Council's policies and procedures on confidentiality and the management and sharing of information.

Safeguarding Children

Children & Young People's Service is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

JOB TITLE: Music Tutor – Woodwind including Recorder

DEPARTMENT: Children and Young People's Service

GRADE: Unqualified teacher scale

Disabled candidates are guaranteed an interview if they meet the essential criteria listed in Stage One.

STAGE ONE:

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT*
1. Qualifications/Training etc.	
Music Degree / teaching qualification, Diploma or equivalent	A/I/C
Involvement with youth orchestras, music groups , primary music education, in a tutorial or pastoral capacity including infants	A/I
2. Experience	
Experience working with young people in music-related activity	A/I
Experience teaching recorder and clarinet	A/I
Experience working with infants / early years	A/I
3. Knowledge	
Knowledge of teaching/ensemble repertoire for instrument(s) taught at relevant levels	A/I
4. Skills & Abilities	
Organisational skills e.g. preparing lessons, music	A/I
Good communication skills with young people, parents and colleagues	A/I
Team skills	A/I

A good listener	A/I
Openness to new ideas and training	A/I
5. Work related circumstances	
A policy of no smoking will apply	I
Occasional changes or additions to working times for special events, meetings and concerts.	I

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. Qualifications/Training etc.	
Ability to teach piano or another woodwind instrument with recognised qualification in second instrument	A/I/C
Experience of or training in Dalcroze	A/I
Training in conducting or arranging	A/I
2. Experience	
Previous teaching experience	A/I
Experience in tutoring or conducting young people	A/I
Experience of school-based music	A/I
Experience leading primary vocal activities	A/I
3. Knowledge	
Knowledge of National Curriculum stages and requirements	A/I
4. Skills & Abilities	
Genuine interest in young people, and in developing their individual musical skills	A/I

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre

Date prepared/revised: July 2018

Prepared/revised by: SW