



JOB DESCRIPTION

JOB TITLE: lead Infant music teacher

DEPARTMENT: Music Service

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

WORKING PATTERN: Monday 4- 6.30 Wednesday 4-6.30 Saturday 9.15 – 12.15 plus one additional hour (flexible)

WORKING HOURS: 9 per week

DIRECTLY RESPONSIBLE TO: Head of Music Service

Main Purpose of the Job:

We are seeking to appoint an experienced infant teacher to lead and develop our successful infant sessions at Claremont Centre. In addition to leading some of the sessions (singing and recorder) , the successful candidate will be responsible for liaising with parents at the beginning and end of each session on Monday, Wednesday and Saturday and overseeing and supporting the other infant teachers in delivering their sessions. There will be 1 hour per week office time to be used to support communication with parents, and to plan concerts and general infant development.

The Sessions are as Follows:

Monday

Infant choir 4.15 – 4.45

Infant Violin or infant P-Buzz 4.45 – 5.15

Supervised infant break 5.15 – 5.30

Infant ukulele 5.30 – 6pm

Wednesday

Infant choir 4.15 – 4.45

Infant Drumming 4.45 – 5.15

Supervised infant break 5.15 – 5.30

Infant recorder 5.30 – 6pm

Saturday

Infant choir 9.15 – 9.45

Infant recorder / Infant P buzz 9.45 – 10.15
Infant drumming 10.15- 10.45

Main Duties

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

- 1) Teaching infant pupils in groups up to 30 pupils in each session 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 issued to pupils as appropriate
 - 6) Offering appropriate advice and guidance to pupil and other staff members
 - 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, making sure all safeguarding and health and safety policies are adhered to.
 - 12) Ensuring that premises in which activities take place receive due care and respect
 - 13) Liaise with parents at the beginning and end of each session
 - 14) Delivering demonstrations in schools to promote Infant Provision
- Office time will include the following duties:
- 15) Being the main point of contact for parents who would like further information on musical aspects of our Infant provision
 - 16) Working with management to help with continuation for Infants into Juniors
 - 17) Collating Infant Concert information from tutors
 - 18) Giving clear instructions to staff before concerts regarding management of students
 - 19) Encouraging the increase in Infant provision by contacting schools and offering opportunities for demonstration lessons
 - 20) To work with admin team to help produce marketing materials and ideas for Infant promotion
 - 21) Provide SLT with numbers of students attending Infant night and targets
 - 22) Prepare briefs for meetings for Infant Staff
 - 23) Managing staff time in sessions with regards to cost recovery
 - 24) To arrange and manage external concerts for Infant groups with local community music groups
 - 25) 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

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 teaching infant phase in primary education	A/I
2. Experience	
Experience working with infants / early years	A/I
Experience teaching recorder and singing	A/I
3. Knowledge	
Knowledge of teaching repertoire for instrument(s) / voice suitable for infant phase	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 voice or another 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
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: Feb 2017
Prepared/revised by: RO