

Job Description and Person Specification

1. JOB TITLE: **Instrumental/Vocal Teacher**
2. SALARY RANGE AND BENEFITS: Salary depends on experience plus pension. %FTE to be discussed/agreed prior to offer of appointment. Permanent role on term time working pattern.
3. REPORTS TO: Relevant Head of Department
4. DIRECT REPORTS: None

Summary

Reporting to the relevant Head of Department, Instrumental/Vocal teachers are responsible for the effective teaching of instrumental music across an agreed range of settings

Key responsibilities:

- To undertake a teaching role of groups and individual pupils in schools/academies and other settings, as set out in your agreed timetable, and to the relevant standard required (underpinned by reference to the Teachers Standards Document, as updated from time to time)
- To motivate, encourage and support learners so that they can achieve their full potential.
- To maintain accurate and detailed records of lessons, planning and outcomes.
- To produce accurate details of learners progress in accordance with Music Service guidelines, procedures and A Common Approach.
- To participate in and manage performances in ensembles as directed by your Head of Department.
- To participate in the schools support programme as directed by your Head of Department.
- To maintain accurate and detailed records of instrumental stock and resources.
- To regularly attend and participate in staff and departmental meetings as required.
- To support the work of pupils through attending school and Music Service events.
- To assist with programmes for mentoring and training of other staff as agreed with your Head of Department.
- To take responsibility for and regularly participate in Continuing Professional Development activities.
- To regularly attend and contribute to Music Service training days and similar events.
- To assist in the pupil audition process when required.

Expected outcomes and impact

- Proactively contribute to the success of SFE as a member the Music Service to ensure commercial, highly professional and customer focused delivery supports the business in the achievement of its purpose and mission.

Other considerations:

- Due to the nature of the post, the holder would be expected to have a flexible approach to work and working hours in order to meet the needs of the business, including during evenings and weekends on an ad hoc basis, when required.
- This post requires an enhanced DBS clearance to be renewed every three years as SFE works closely with children and schools. Other appropriate checks and safeguards may also be required. Individuals have responsibility for

promoting and safeguarding the welfare of children and young people he/she is responsible for or come into contact with. Any criminal convictions, or investigations instigated, while employed with SFE must be declared immediately.

- A full driving licence is desirable together with access to legal use of a car and insurance appropriate to use the car for business purposes as well as travel to and from work.

Person Specification – Instrumental/Vocal Teacher

Factors	Essential	Desirable	Assessment Method
Qualifications	Music diploma or similar/ equivalent qualification	Relevant degree Teaching qualification (e.g. PGCE)	Application form Copies of relevant certifications provided before/at interview
Training	Evidence of Continuing Professional Development.	Business, legal and commercial skills.	Application form & interview
Experience	Experience of music making, both individually and in groups.	Experience of instrumental teaching with individuals, small groups and whole classes Experience of ensemble coaching/directing Knowledge and experience of the English schools market place. Knowledge and experience of educational services marketing. Prior experience of working for charity or not for profit sector.	Application form & interview
Knowledge and Skills	A high level of technical proficiency on main instrument The ability to motivate and enthuse pupils and colleagues. Able to encourage pupils' participation and independence. Ability to handle group situations Demonstrable commitment to Continuing Professional Development	Good IT skills, including proficiency in email systems, MS Word/Excel/ PowerPoint and Sibelius software Knowledge of a broad range of music styles and genres Creative approach to teaching and learning Able to teach allied instruments (Strings, Brass and Woodwind) Able to arrange music to facilitate learning for specific groups of pupils Knowledge of: - "A Common Approach" - Awareness of "The Importance of Music; A National Plan for Music Education" - Awareness of the Teachers Standards Document	Application form & interview

<p>Personal Qualities</p>	<p>Well developed interpersonal skills including influencing skills</p> <p>Innovative and self-motivated</p> <p>Ability to work flexibly and manage own workload</p> <p>Strong organisational skills. Ability to work under pressure and meet deadlines</p> <p>Ability to work effectively independently and as part of a team</p> <p>Proactive and solution focused</p> <p>High level of integrity, honesty and professionalism</p> <p>Comfortable and able to work with a wide range of customers and stakeholders</p> <p>Deal sensitively with people and resolve conflicts</p> <p>Seek advice and support when necessary</p>		<p>Application form & interview</p>
<p>Other</p>	<p>An awareness, understanding and strong personal commitment to equal opportunities</p> <p>A willingness to share and embrace the organisation's principles and values.</p>		<p>Application form & interview</p>