

Arts, Culture and Libraries

Redbridge Music Service Instrumental Teacher Job Description and Person Specification

Job Description

Job Title:	Instrumental Teacher
Service Area:	Arts, Culture and Libraries
Team:	Redbridge Music Service
Grade:	Depending on Experience
Hours/weeks:	Depending on Service needs
Base location:	John Savage Centre, Fencepiece Rd, Ilford IG6 2NB and various locations across the London Borough of Redbridge
Reports to:	Head of Service/Allocated Performance Manager
Responsible for:	No direct line management but may be responsible for the supervision of trainee and work placement employees on occasion
Role purpose and role dimensions:	<ul style="list-style-type: none"> • Provide instrumental and/or vocal tuition in a variety of settings including individual, group and whole class lessons. • Where appropriate, to direct ensembles, lead after school activities and contribute to performances and events put on by schools and the Music Service.
Key external contacts:	<ul style="list-style-type: none"> • Schools • Families and customers of the Music Service. • Colleagues across London East Music Hub
Key internal contacts:	<ul style="list-style-type: none"> • RMS management and teachers • Teachers with specific areas of responsibility • Administrative and support staff at the Music Centre. • Vision RCL staff in other departments
Financial dimensions:	<ul style="list-style-type: none"> • To ensure that all instruments and equipment belonging to RMS are properly taken care of. • To ensure that schools get value for money from the service by ensuring that all student vacancies are recruited to and that efficient use is made of time purchased by schools/parents.
Key areas for decision making:	<ul style="list-style-type: none"> • Curriculum content, signposting pupils and families to appropriate extension activities, assessment and reporting on progress of pupils.
Other considerations:	<ul style="list-style-type: none"> • The music service operates mostly during term times, but some evening and regular Saturday work may be required.

Key accountabilities and result areas:	Key elements:
Teach individual and group lessons in schools.	<ul style="list-style-type: none"> • Plan and deliver effective lessons • Ensure pupils are supported to reach their full musical potential • Use the Music Service resources and/or develop your own • Use the Music Service assessment procedure to track pupil progress • Enter and prepare pupils for internal and external examinations
Contributing where appropriate to the WCET programme.	<ul style="list-style-type: none"> • Plan and deliver effective whole class instrumental lessons following the RMS WCET syllabus • Work alongside and in partnership with school staff and Music Service staff
Contributing to out of school music making in schools and at the Music Service where appropriate.	<ul style="list-style-type: none"> • Redbridge Music Service operates all weekdays, evenings and Saturday mornings and provides over 40 performances over the year. • Opportunities can arise to be involved in teaching more advanced pupils at the Music School. • Leading after school instrumental clubs • Direct ensembles according to your specialism.
Keeping appropriate records and being able to communicate them to the music service, schools and families.	<ul style="list-style-type: none"> • Ensure online registers are accurate and up to date • Ensure pupil practice books are used and updated • Ensure pupil progress is tracked and recorded • Write an annual report for all pupils taught using the Music Service templates and process.
Attending meetings and training at the Music Service and keeping in touch with your line manager.	<ul style="list-style-type: none"> • Take responsibility for your own development as a teacher. • Attend meetings and INSET days organised by the Music Service. If these take place on a day when you are unavailable, you must agree with your line manager how you will keep up to date with your CPD (continuing professional development).

General accountabilities and responsibilities

The above mentioned duties are neither exclusive nor exhaustive. From time to time the post holder will be expected to undertake any other responsibilities commensurate with the grade and post

The job holder will be also expected to:

To adopt Vision's Values and personal charter

Contribute to deliver Vision's Sustainability Strategy

Comply with GDPR legislation and Vision's Code of Conduct and maintain a high standard of personal conduct, including, honesty and integrity.

Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. A DBS will be required for all regulated positions.

Committed to fostering a positive and inclusive culture and upholding our values to build a diverse and inclusive workforce which is reflected in the services we provide within our communities

Provide customer service excellence

Responsible for own Health and Safety, those of your colleagues and service users

Person Specification

Job Title	Instrumental Teacher	
Method of candidate assessment: A = Application Form I = Interview T= Test Weighting: Essential (E) - Desirable (D)		
Disability Confident: We guarantee an interview for anyone who has a disability as defined in the Equality Act 2010 and who meets “ Essential ” as a minimum job weighting criteria.		
Selection Criteria	A - I	Weighting (E or D)
Education and Qualifications: <ul style="list-style-type: none"> • Music Degree or Equivalent 	A-I	E
Experience: <ul style="list-style-type: none"> • An understanding of the needs of a range of learners in music including those who aspire to a career in performance. • Ability to empathise with colleagues in schools, and to negotiate effective timetables and processes for ensuring instrumental teaching works alongside the school’s music curriculum. • Experience of the wider work of Music Services and where appropriate contributing to events and projects. 	A-I A-I A-I	D D D
Skills: <ul style="list-style-type: none"> • Highly competent musical skills, effective oral and written communication. • Good IT skills including knowledge of the role of music technology in instrumental lessons. • High level of performance on your main instrument. • Being punctual and well prepared for lessons and ensuring schools and families receive a consistent service. • Ability to adapt and seek positive opportunities in the changing landscape of education. 	A-I A-I A-I A-I A-I	E D E D D
Knowledge: <ul style="list-style-type: none"> • Good knowledge of the technical demands of any instrument you are competent to teach. • Good knowledge of musical pedagogy including the effective teaching of musicianship, sight reading and improvisation. • Good knowledge of the National Curriculum for Music and the expectations of the National Plan for Music Education. • Knowledge and experience of the role that the arts and culture can contribute to developing a cohesive community, particularly in an area with a diverse and transient population. • Knowledge and/or experience of how pupils with additional needs and a variety of cultural backgrounds can be supported to access music education. 	A-I A-I A-I A-I A-I	E E D D D
Other job requirements: <ul style="list-style-type: none"> • Ability to report to parents, schools and colleagues about opportunities, challenges and expectations of your pupils. 	A-I	D