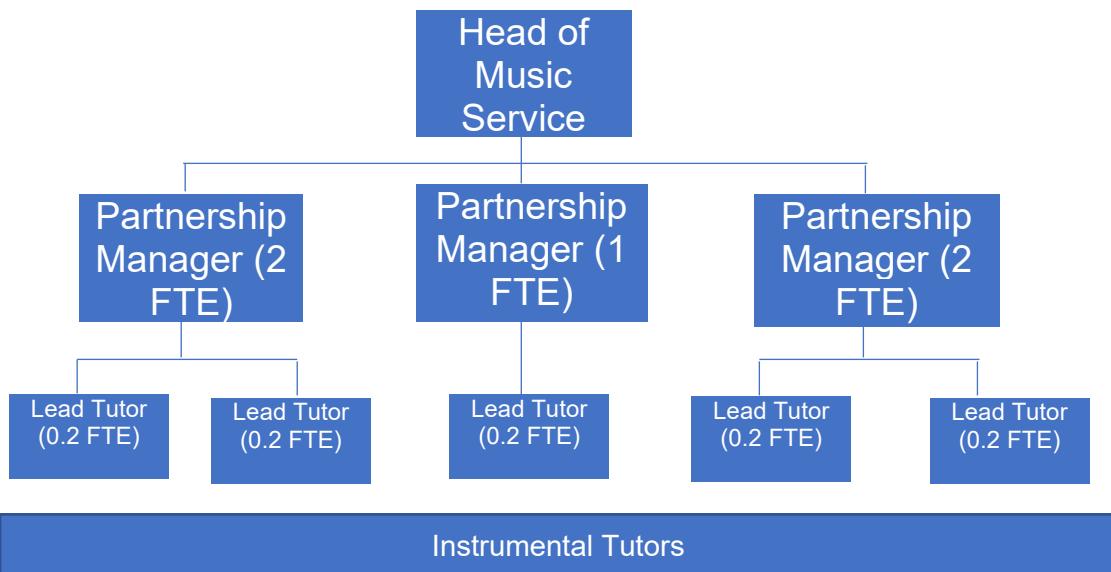


## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Director Area:</b> Children's Services	<b>Job Ref Number:</b> N/A
<b>Service Area:</b> Music Service	<b>Grade:</b> MSS1 – MSS6
<b>Job Title:</b> Instrumental Music Tutor	
<b>PURPOSE OF JOB:</b>	
<p>The award winning Lincolnshire Music Service is the lead organisation of the Lincolnshire Music Education Hub which is part of Lincolnshire County Council. The Music Service supports schools to deliver high quality teaching and learning by offering a wide range of services and products. At a strategic level, Lincolnshire Music Service are a traded service and receive funding through Arts Council England. The Hub brings together various partners, from across the county and beyond, creating a wide range of opportunities for all children and young people to become involved with Music in Lincolnshire.</p> <p>The Instrumental Tutor's role is to support Lincolnshire Music Service to deliver outstanding music tuition and opportunities to children and young people across the county. In addition, their position will champion, develop and ensure that the values and strategic vision for Lincolnshire Music Service are clearly communicated and embedded throughout all local activities. The post holder will need to be able to work collaboratively with the Partnership Manager, lead Tutors, LMS colleagues and other stakeholders as well as manage a workload of teaching and related administrative duties. The ability to take the initiative, work independently, communicate across stakeholders as well as promote LMS will be essential to the success of the role.</p>	
<b>TEAM STRUCTURE:</b>	
 <pre> graph TD     Head[Head of Music Service] --- PM1[Partnership Manager (2 FTE)]     Head --- PM2[Partnership Manager (1 FTE)]     Head --- PM3[Partnership Manager (2 FTE)]     PM1 --- LT1[Lead Tutor (0.2 FTE)]     PM1 --- LT2[Lead Tutor (0.2 FTE)]     PM2 --- LT3[Lead Tutor (0.2 FTE)]     PM3 --- LT4[Lead Tutor (0.2 FTE)]     PM3 --- LT5[Lead Tutor (0.2 FTE)]     LT1 --- IT[Instrumental Tutors]     LT2 --- IT     LT3 --- IT     LT4 --- IT     LT5 --- IT   </pre> <p>The diagram illustrates the team structure. At the top is the 'Head of Music Service'. Below the Head are three 'Partnership Manager' roles: one with 2 FTE, one with 1 FTE, and one with 2 FTE. The 2 FTE Partnership Manager oversees two 'Lead Tutor (0.2 FTE)' roles. The 1 FTE Partnership Manager oversees one 'Lead Tutor (0.2 FTE)' role. The 2 FTE Partnership Manager oversees two 'Lead Tutor (0.2 FTE)' roles. All 'Lead Tutors' are grouped under a large blue bar labeled 'Instrumental Tutors' at the bottom.</p>	

<b>MAIN DUTIES:</b>	
1	Be an effective teacher who can maintain high standards of teaching and learning in Curriculum, Whole-Class First Access, large group, small group and individual lesson settings
2	Delivery engaging and motivational lessons with appropriate content in a range of schools and specialist settings.
3	Prepare students for assessment as appropriate, such as Internal Awards, national exam boards, public examinations etc.
4	Demonstrate effective timekeeping, lesson planning, record keeping and complete administrative duties efficiently including SpeedAdmin related tasks.
5	Communicate effectively and empathetically with all stakeholders: pupils, parents, schools, colleagues and line managers
6	Always keep student safeguarding and well-being as a priority
7	Be supportive of the wider organisation and schools by actively promoting engagement in ensemble activities including County Groups, Music Centres and other opportunities.
8	Be a positive addition to the teams of which you are a part: schools, music centres, instrumental discipline, and the wider Lincolnshire Music Education Hub community.
9	Demonstrate the ability to be an enthusiastic and effective learner, maintaining personal instrumental skills and developing understanding of repertoire and pedagogy through engagement with CPD
11	Share knowledge and support colleagues; collaborate and seek to learn including EDI strategies
12	Maintain a knowledge of Lincolnshire policies and procedures and model the behaviours set out in the Lincolnshire code of conduct
13	Be able to take on other duties as appropriate.
<b>START DATE: 1<sup>st</sup> September 2026</b>	
<b>GENERAL</b>	
<p>The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including promotion.</p> <p>The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.</p> <p><b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p> <p><b>Safeguarding</b> - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>	