


	<h2>Personnel Specification</h2>
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Job Reference:	
Job Title:	Music Teacher
Grade:	SIPS Teachers Pay Scale
Location:	Guardian House + travel to Sandwell schools
Business Unit:	Music Service
Signature	

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Qualifications	
Description	<p><i>What does the job require in the way of: -</i></p> <p><i>Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSEs, CIPFA etc. Consider carefully whether these are absolutely necessary</i></p>
Requirements	<p>-Specialist music degree or equivalent / QTS</p> <p>-And/or training /experience in the widest access to music making of children and young people. Eg. WCET, small group tuition on a musical instrument, supporting ensemble performance as a tutor or conductor, ability to improvise and/or a creative approach to music education (or preparedness to train).</p>
Identification	<p><i>Formal possession of an appropriate qualification to be verified at interview or from records.</i></p>
Experience	
Description	<p><i>What does the job require in the way of:</i></p> <p><i>Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?</i></p>
Requirements	<p><i>Experience of working in an inclusive, musical, professional, proactive and reflective manner, enabling the widest access to music-making for young people.</i></p> <p><i>Experience of working with children, teaching a musical instrument in small groups, ensembles and in a whole class setting.</i></p> <p><i>Experience of playing own instrument/s to a high level, as an individual and part of an ensemble.</i></p>

Identification	<i>Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.</i>
Training	
Description	What does the job require in the way of: Specific and/or specialist training in order to do the job, e.g. training in recruitment and selection, supervisory, management, inter-personal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, word processing etc.
Requirements	A willingness to undertake training of relevant policies/codes of practice/ legislation. Engaging in Continuing Professional Development through the Performance Management cycle.
Identification	Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview
Special Knowledge	
Description	What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc?
Requirements	Working knowledge and experience of implementing or supporting the music national curriculum and other relevant learning programmes and strategies, including external instrumental examinations. Good understanding of statutory frameworks relating to teaching. Willingness to under any necessary training
Identification	Qualifications held and demonstration of knowledge at interview.
Circumstances (personal)	
Description	What kind of personal circumstances are required to do the job properly? The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home.
Requirements	Attend meetings, events and concerts as required Travel to schools with own vehicle or public transport Undertake any other duties that may arise commensurate with the grade.
Identification	Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.
Disposition	
Description	How far does the job require: Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, co-operating, and influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.
Requirements	Excellent interpersonal and communication skills A lively disposition, positive outlook and readiness to meet challenges. Honest, reliable and motivated Ability to lead and organise and work to deadlines and targets Ability to be flexible and adaptable to service needs Ability to constantly improve own practice and knowledge through self-evaluation and opportunities to learn from others.

	<p>Must be self-motivated and be able to work independently effectively and efficiently.</p> <p>Must be able to work as part of a team.</p> <p>Must have empathy, warmth and a sense of humour</p>
Identification	Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.
Practical and Intellectual Skills	
Description	<p>What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?</p>
Requirements	<p>To communicate effectively both orally and in writing to a high standard, with attention to detail.</p> <p>Knowledge and understanding of new directions and developments in music education.</p> <p>The ability to use creative approaches.</p> <p>Good ICT skills</p> <p>Ability to supply accurate and timely information and data as required.</p> <p>A positive, solution-finding approach to tackling issues and solving problems.</p> <p>The ability to set targets, provide support and monitor impact in a range of situations.</p> <p>Ability to work with a wide range of outside agencies.</p> <p>Reliable, dependable, conscientious.</p>
Identification	Performance in related selection process.
Legal Requirements	
Description	<p>Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?</p>
Requirements	Willingness to have an Enhanced DBS Check
Identification	Application form and interview questioning and references.

THE REMAINING SECTIONS ARE FOR THE APPLICANT'S INFORMATION ONLY.

Disclosure and Barring Service (DBS) Requirements:			
The post is subject to the following Background Check(s) which will be undertaken, where applicable, following a conditional offer of appointment.	a) Enhanced DBS with Children's and Adults Barring List Check	<input checked="" type="checkbox"/>	Only one or none of these checks (a-f) may be applicable.
	b) Enhanced DBS with Adults Barring List Check	<input type="checkbox"/>	
	c) Enhanced DBS with Children's Barring List Check	<input type="checkbox"/>	
	d) Enhanced DBS Check	<input type="checkbox"/>	
	e) Standard DBS Check	<input type="checkbox"/>	

	f) Basic Disclosure Check	<input type="checkbox"/>	
	No Check Required	<input type="checkbox"/>	

10. Main Physical Activities/ Requirements of the Post.

Please ✓ if activity requires to be undertaken.

SIPS Education Limited will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities

A requirement to work alone/unsupervised for a significant part of their working day/night	<input checked="" type="checkbox"/>	Working with the use of self-contained breathing apparatus	<input type="checkbox"/>
Night work (between 23:00 and 6:00)	<input type="checkbox"/>	Exposure to respiratory sensitisers	<input type="checkbox"/>
Driving (except journeys to and from main place of work)	<input checked="" type="checkbox"/>	Exposure to skin irritants/sensitisers	<input checked="" type="checkbox"/>
Manual handling and/or postural demands	<input checked="" type="checkbox"/>	Exposure to hand and/or body vibration	<input type="checkbox"/>
Display screen equipment (DSE) use	<input checked="" type="checkbox"/>	Exposure to noise as defined by Noise at Work Regulations	<input type="checkbox"/>
Food handling	<input type="checkbox"/>	Business travel abroad	<input type="checkbox"/>
Extremes of temperature	<input type="checkbox"/>	Safeguarding children/adults	<input checked="" type="checkbox"/>
Working at height	<input type="checkbox"/>	Other main physical activities not listed above:	

11. Sickness Absence and Disability**Criteria****How Identified**

<p>What does the job require in the way of a satisfactory sickness absence record?</p> <p>This criteria has been included on this specification for the candidate's information only.</p>	<p>Candidates should have less than 3 absences in the last 6 months or not more than 6 days absence over the 6 months period prior to the closing date of the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.</p>	<p>This Information will be only obtained from the successful candidate after conditional offer of employment has been made.</p>
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13. Language Requirements

<p>Is this post covered by part 7 of the Immigration Act (2016), and therefore, the ability to speak fluent and spoken English is an essential requirement for this role? For example:</p> <ul style="list-style-type: none"> • The employee will work in a customer-facing role • The employee is required to speak to members of the public in English and this forms a regular and intrinsic part of the role • The employee requires a command of spoken English, to enable the effective performance of the role 	<div>Yes <input checked="" type="checkbox"/></div> <div>No <input type="checkbox"/></div>
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