

Job Description and Person Specification	
Job Title:	Instrumental/Vocal Tutor
Reports to:	Head of Service/Departmental Manager
Responsible for:	NA
Location:	Schools, Music Centre and other venues in and around Bury
Pay Grade/Rate:	<p>£24.25 per hour for vocal and instrumental teaching, £26.83 per hour for whole class instrumental learning.</p> <p>Tutors working 0.4FTE will be eligible for a salaried post after successfully completing a 12-month probationary period.</p> <p>Employment includes 4 weeks holiday pay, access to pension and travel between schools.</p>
Working Hours:	In line with Demand and Service need
Purpose of the Post	
To enrich the lives of the people of Bury by offering high quality music provision and experiences appropriate to the needs and aspirations of the music service, its partners, Bury Council and the communities we serve.	
Responsibilities	
<p>Main duties may include, but are not limited to:</p> <ul style="list-style-type: none"> • Facilitate and encourage the learning of a range of progressive musical skills, enabling children and young people to learn, in an enjoyable manner, to play an instrument or sing, as well as to develop a growing understanding of music and musicianship. • Deliver high-quality individual, shared and small group lessons across a range of settings and ensure the activities align to the ambitions and outcomes of the BMS schemes of work, progression and outcomes framework. • Where relevant to deliver year-long whole class instrumental teaching programmes (WOPS) that include national curriculum delivery (singing, listening, appraising, and composing) alongside instrumental learning. • Role model a supportive and inclusive learning environment for all students. • Incorporate a broad and varied range of musical repertoire/material that represents different styles, genres, cultures, and traditions that where relevant include performance opportunities. • Plan lessons that suit the needs and interests of all learners through a range of differentiated teaching and learning strategies. • Prepare students for informal or formal examinations or accreditations including BTEC, GCSE, A Level where relevant. • Keep registers and undertake other administrative tasks necessary to the smooth running of activities, including supporting overall organisational evaluation. • Monitor, assess and report on musical, personal and social progress, including written reports once per year. • To recruit new pupils to instrumental tuition through demonstrations and performances in and out of school 	

- Signpost and monitor the uptake of progression opportunities offered in schools, the Music Centre and the GMBD Music Hub.
- As required, lead or support musical ensembles, where competencies or training allow, preparing suitable material, monitoring outcomes, and supporting performance or recording opportunities.
- Work as part of a team and foster positive relationships with all school-based staff, BMS colleagues and partner organisations.
- Communicate with parents and other professionals about students' learning needs, to identify and remove barriers to progress and welfare (for example, school SENCO).
- Regularly reflect on and develop your own professional practice; to undertake a range of Continuing Professional Development, training, and networking opportunities.
- Observe all BMS policies including Safeguarding and Health & Safety; promote and safeguard the welfare of children and young people, with a mandatory responsibility to report any identified concerns to the relevant professional.
- To always uphold and maintain professional standards in line with the Caldicott Principles, not bringing the service into disrepute through actions in and out of work.
- To undertake any other duties commensurate with the role as required by the Head of Service.

Education and Training	Measure	Rank
• Performance to ABRSM (or equivalent) grade 8+ standard	A/C	E
• Either a music performance diploma, music degree or significant performance and teaching experience	A/C	E
• Degree from a conservatoire or higher music degree	A/C	D
• PGCE or other teaching qualification	A/C	D
• Evidence of recent continuous professional development	A/C	E
Experience	Measure	Rank
• Experience/knowledge of providing music instrumental tuition to individuals, small/large groups /whole classes	A/I	E
• Experience of working with children and young people	A/I	E
• Experience leading, directing, managing ensembles/youth groups	A/I	D
• Experienced performer	A/I	D
Knowledge	Measure	Rank
• Understanding of the relevant National Curriculum	A/I	E
• Specialist knowledge of main instrument and a working knowledge of the family of instruments related to their main instrument	A/I	E
• Knowledge of appropriate schemes of work, repertoire, examination syllabus and an understanding of long, medium- and short-term planning and lesson management	A/I	E
• Knowledge and understanding of the use of music technology to enhance music tuition	A/I	D
• Knowledge of the current trends and issues in the teaching of music	A/I	D
Skills and Competencies	Measure	Rank
• Ability to perform and sight-read music to a high level (minimum grade 8 standard) on at least one musical instrument.	I	E
• Ability to provide tuition on the full range of an instrumental family to a good standard and with commitment across the age range.	A/I	E
• Ability to provide tuition to individuals and groups	A/I	E
• Ability to lead and direct appropriate musical ensembles.	A/I	D

<ul style="list-style-type: none"> • Excellent communication skills both verbal and written. • Effective time management skills • Ability to use basic computer software packages to access the internet, emails, word processing etc 	A/I A/I A/I	E D E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> • Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the service. • Willingness and ability to work out of normal hours (evenings and/or weekends) on a regular basis. • Willing to undertake training and continuous professional development in connection with the post. • Work in accordance with the service's values and behaviours. 	A/I A/I A/I I	E E E E

A= Application I=Interview C=Certificate E= Essential D= Desirable

Bury Music Service is committed to enabling all children and young people, regardless of background or circumstances, to discover or develop their unique musical 'voice' and express themselves through the language of music.

Safeguarding and promoting the welfare of children, young people and vulnerable adults are of paramount importance, and Bury Music Service expects all colleagues to share this commitment.

We are proud to be a Disability Confident employer and guarantee an interview to anyone disclosing a disability whose application meets the minimum criteria for the post.

An enhanced DBS 'Disclosure and Barring Service' check for regulated activity and the Children's and Adults' Barred List checks will be required for this role.