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| Job description for: BTEC Musical Director, Singing and Ensemble Tutor  **Day School** | |
| The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |
| Summary of the role: | All staff are required to sustain and improve the quality of vocational training and education at ArtsEd.  With responsibility to and collaboration with the BTEC Musical Theatre Pathway Leader, the BTEC Musical Director, Singing and Ensemble Tutor will have responsibility for sustaining and improving the quality of vocational training and education offered to our pupils.  The BTEC Musical Theatre Extended Diploma is an enormously popular choice with students as we offer the opportunity for students to study one or two additional subjects at A' level. In 2012 we added the BTEC Performing Arts Acting Pathway and in 2015 the Dance BTEC was introduced. In collaboration with the Head of BTEC and Musical Theatre Pathway Leader the post holder will support the vision and ethos for the BTEC Musical Theatre course and work together to develop the most innovative core units for the subject. Additional specialist units are offered in each pathway, and the post holder is expected to design a varied curriculum that covers a wide breadth of the subject.  There will also be the opportunity to create and deliver schemes of work in collaboration with the Director of Performing Arts and MT Pathway Leader on the new KS4 Musical Theatre pathway which is set to launch in September 2021.  All staff are expected to contribute to the overall teaching of their chosen subject elsewhere in the school and to use their wider skills by having a form tutor group and covering colleagues when they are absent. |
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| Main duties and responsibilities: | * Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. * To design, develop and write suitable schemes of work within the curriculum and framework of the Examination Board. * To have a clear working knowledge of all BTEC structures to be able to deal with issues and situations as they arise. * To contribute to the Musical Theatre assessment calendar. * To direct and produce productions that showcase the pathway, ensuring they are staffed appropriately and within budget in collaboration with the MT Pathway Leader. * To work with the MT Pathway Leader on unit delivery and assist in planning the timetable. * To teach BTEC Level 3 Extended Diploma in Performing Arts. * To teach core Singing and Musical Theatre Units to students on the Edexcel BTEC Level 3 course. * To direct and accompany vocal groups at rehearsals, and in both live and recorded performances, including The Music Concert. * To prepare students for external auditions for H.E. Conservatoire training, NYMT, and agreed professional work. * To promote and improve effective teaching and learning across the Musical Theatre pathway. * To participate in the ArtsEd audition process including accompanying candidates. * To coach and prepare cast members and direct the orchestra or band. * To provide piano accompaniment to ensemble groups for rehearsal purposes. * To consult with directors and choreographers in planning and delivering Musical Theatre performances. * To take on the pastoral responsibilities of a Form Tutor. * To mark students’ work against the Edexcel BTEC Level 3 course mark scheme. * To keep curricular records and write reports. * To create and maintain assignment and assessment schedules. * To keep abreast of all exam specifications and meet deadlines. * To liaise as necessary with pupil’s form teachers. * To assist in the planning and management of BTEC and KS4 Musical Theatre productions, rehearsals, and performances (both live and recorded). * To select music for performance with consideration for such factors as ensemble size and ability, availability of scores, and the need for musical variety. * To devise and implement a rehearsal programme. * To maintain and monitor appropriate records of pupils’ learning and achievements, curricular records, and assessments. * To attend parents’ meetings and respond to parents’ enquiries. * To be flexible in allowing for additional time after school, on occasional Saturdays and during half term breaks for rehearsals. * To maintain effective discipline through implementation of the school’s agreed policies and procedures. * To carry out general school supervisory duties. * To attend Open Evenings, Parents Evenings, School performances and other relevant events. * To contribute to the school's Enrichment Programme. * To organise trips and visits in line with the school’s agreed procedures and risk assessment policies.   **COMMUNICATION AND MEETINGS**   * To attend and contribute to meetings for the department and others as requested. * To adhere to plans and decisions made during such meetings. * To take joint responsibility (along with all members of the department) for the creation and distribution of minutes from meetings.   **FINANCE AND RESOURCES**   * To work within the budget allocated. * To keep an accurate written record of all books/equipment sold to pupils. * To provide a list of these disbursements when required by the relevant Line Manager. * To provide a list of examination and school trips disbursements when required by the Finance Director.  CURRICULUM  * To make a significant contribution to the department through effective planning and teaching. * To initiate, develop and maintain schemes of work, within the framework of the requirements of the examination boards, working collaboratively with the Head of BTEC. * To maintain sound discipline within the school’s agreed policies. * To strive for excellence in the quality of teaching and learning within the department, maintaining records, and writing reports. |
| All staff | * All staff must carry out their responsibilities with due regard to all ArtsEd policies and procedures, ensuring inclusivity, equality of opportunity, and compliance with Health and Safety in the workplace. * All staff must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act. * All staff must adhere to the staff Code of Conduct. * All staff are required to regularly undertake Safeguarding, Keeping Children Safe in Education, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD. * All members of staff are required to be professional, co-operative, and flexible in line with the needs of the post and the school. * All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post. * ArtsEd is committed to the safety, wellbeing and safeguarding of all pupils and students and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS. * You may also be required to undertake such other comparable duties as your line manager requires from time to time. |

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| Person specification | | |
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|  | | Method of assessment |
| Qualifications | The professional, technical, or academic qualifications that the Applicant must have to undertake the role or the training that they must have received:   * A relevant Degree * QTS desirable | Production of the Applicant’s certificates  Discussion at interview  Independent verification of qualifications |
| Experience | The categories of work or organisations, types of achievements and activities that would be in the role:   * Relevant teaching experience, preferably in a co-educational environment. * Professional vocational experience is desirable but not essential. * Relevant experience of nurturing young voices. * Relevant experience of musical direction or vocal ensembles * Management of curriculum-based vocal study | Contents of the application form  Interview  Professional references |
| Skills | The skills required by the Applicant to perform effectively in the role:   * Ability to organise and integrate own specialism into the study of relevant and appropriate units within the BTEC Performing Arts specification. * Ability to inspire and develop young students, both vocationally and academically. * Ability to teach Musical Theatre students * Ability to design and implement interesting and creative vocal programmes for Y12 and 13 students. * Outstanding teaching skills in both one-to-one singing and in ensembles * A skilled pianist with the ability to confidently sight-read. * Effective classroom/studio manager * The ability to implement new examination specifications | Contents of the application form  Interview  Professional references |
| Knowledge | The knowledge required by the Applicant to perform effectively in the role:   * A sound knowledge of the Edexcel BTEC Performing Arts specification. * An on-going understanding of developments in the teaching of Level 3 Performing Arts. * A firm and up-to-date understanding of vocal technique and vocal health * Significant knowledge of a variety of technical singing pedagogy * An excellent knowledge of Musical Theatre (current trends and historical context) and with clear ability to teach and inspire across the range of teaching pedagogy and strategies relevant to the teaching of the subject. * Familiarity with current best practice * An excellent knowledge of musical theatre works. * A good knowledge of assessment procedures | Contents of the application form  Interview  Professional references |
| Personal competencies and qualities | The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people:   * Motivation to work with children and young people. * ability to form and maintain appropriate relationships and personal boundaries with children and young people. * emotional resilience. * positive attitude to use of authority and maintaining discipline. * A strong commitment to educating young people. * The ability to work constructively across a wide age and ability range. * The all-round ability to discharge all professional duties properly. * Enthusiasm for the work of this specialist school including a passion for educating through the Arts. * Ability to work as part of a small team and communicate effectively. | Contents of the application form  Interview  Professional references |