

Academies Enterprise Trust

**Job Description**

**Job Title:** Music Tutor

**Location:** New Rickstones Academy

**Hours of work:** Casual

**Reports to:** Head of Music

**Purpose of the Role:**

To teach musical instruments to academy students and the wider community.

To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.

**Responsibilities:**

***Music Tuition***

1. To assess potential students’ suitability for a particular instrument.
2. To plan and keep accurate records of lessons, student progress and achievement, keep accurate attendance registers as supplied by the academy.
3. To advise students and the school about suitable repertoire and teaching material.
4. To teach students, ensuring encourage good technique, posture and stylistic awareness on given instruments.
5. To advise and encourage students to take advantage of appropriate musical activities such as choirs, ensembles, competitions and other musical opportunities.
6. To prepare students, when and where appropriate, for the requirements of The Associated Boards of the Royal Schools of Music examinations, ensuring that all aspects of the examination requirements are well prepared and organised.
7. To prepare students for performances and competitions.
8. To take part in performances with students and other instrumental staff where necessary
9. To advise parents and students on the appropriate choice and purchase of instruments, music and accessories.

***General***

1. To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
2. To ensure that all duties and services provided are in accordance with the academy’s Equal Opportunities Policy
3. To attend required meetings and training (including completion of online training courses).
4. To access academy email account on a regular basis (including completion of online training and update forms)

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers’ Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher /Head of Academy.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

September 2019

**Please sign and return one copy to Human Resources and keep one copy for your records.**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Specification**

**Job Title: Music Tutor**

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| --- | --- | --- | --- |
| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * Grade 8 Certificate
 | * Teaching qualification
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| **Knowledge****/Experience** | Specific knowledge/experience required for the role | **Specialist Knowledge/Experience*** Significant music experience with capability of teaching to Grade 8 (must be confident to teach theory and practical)

**Organisation & Planning*** Experience of managing own time effectively and meeting strict deadlines
* Experience of planning music lessons effectively, setting appropriate and challenging expectations for students’ learning

**Problem Solving*** Experience of resolving problems independently

**People*** Experience of motivating & inspiring students and dealing sensitively with pastoral issues
* Experience of building and maintaining effective relationships with others and negotiating effectively
* Experience of working effectively as part of a team
 | * Knowledge of GCSE & A-Level Music specifications
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| **Skills** | Line management responsibilities (no.) | n/a |  |
| Forward and strategic planning | * Planning music lessons (10-weekly)
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| Budget (size & responsibilities) | n/a |  |
| Abilities | * Excellent communication skills with ability to provide constructive oral and written feedback to students and parents
* Good IT Skills
* Ability to stay calm under pressure
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| **Personal Characteristics** | Behaviours | * Resillience
* Student focused
* Demonstrate a commitment to equality
* Takes responsibility and accountability
* Commitment to Academy aims, ethos & vision
* Commitment to own professional development
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| Values | * Ability to demonstrate, understand and apply our values
	+ Be unusually brave
	+ Discover what’s possible
	+ Push the limits
	+ Be big hearted

 |  |
| **Special Requirements** |  | * Successful candidate will be subject to an Enhanced Disclosure & Barring Service Check
* Right to work in the UK
* Evidence of a commitment to promoting the welfare and safeguarding of children and young people
* Willing to work flexibly to meet Music School requirements including helping with academy performances and concerts
* **Casual staff must be able to access academy email account on a regular basis (including completion of online training and update forms**
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