

Job Description and Person Specification

MUSIC TUTOR

A Lambeth to be proud of



Job Title:	Music Tutor
Grade:	Hourly Rates
Department:	Children's Services, Education and Learning
Division:	Lambeth Music Services (LMS)
Reports to:	Head of Service/Programme Manager

Context

Lambeth Music Service provides children with skills that will give them the knowledge and access to as broad a musical future as possible.

Job Purpose

LMS Music Tutors deliver high quality music lessons/rehearsals to children and young people in primary schools and within the community of the London Borough of Lambeth.

This includes teaching individuals, small groups or whole classes of pupils, working with ensembles and groups and assisting with workshops and performances.

Responsibilities

1. To inspire young people to develop a love of learning and music making
2. To deliver high-quality and enjoyable teaching and learning experiences to a broad range of young people by:
 - a. Planning lessons/rehearsals and learning sequences that cumulatively develop pupils' musical skills and knowledge and support their holistic development.
 - b. Employing a variety of teaching, learning and behavioural management strategies appropriate to the needs of different learners
 - c. Identifying, differentiating and adapting learning materials to meet the needs of different learners
 - d. Selecting repertoire and resources that represent a breadth of different musical styles and cultures and practitioners with different backgrounds.
 - e. Involving young people in decision making about their learning
 - f. Providing regular developmental feedback

- 3.** To provide written evidence of effective teaching and learning by:
 - a. keeping accurate registers
 - b. setting clear and appropriate goals for pupil practice/home learning
 - c. sharing written evidence of planning and preparation for lessons
 - d. regularly assessing student progress, writing an annual progress report and providing other data/reporting as requested

- 4.** Liaise with members of the LMS team (SLT, SENCo, Administrators, Pastoral support) and school staff to ensure that policies relating to pupil wellbeing (safeguarding, health and safety etc) are implemented and learners are provided with an appropriate, accessible and safe learning environment at all times.
- 5.** Prepare pupils for (and assist with) performances as appropriate
- 6.** To prepare and enter pupils for informal/formal examinations and assessments as appropriate.
- 7.** Foster positive relationships with pupils and families, communicating regularly with parents/carers to share successes and further hone provision for learners.
- 8.** Collaborate and cooperate with colleagues and managers to improve provision, processes and outcomes.
- 9.** To regularly reflect on and develop your professional practice, attending staff meetings and training sessions as necessary to enable you to effectively execute your role.
- 10.** To support the growth and development of LMS, advocate for the power of music education and the work of LMS and support ongoing pupil recruitment and school and community engagement.
- 11.** To provide schools and/or LMS adequate notice of any changes to timetables in line with the relevant policies.
- 12.** To maintain an up-to-date knowledge of LMS policies, including those on Health and Safety, Child Protection, Equal Opportunities, Copyright, and Deputies, and follow these at all times.
- 13.** To work flexibly in undertaking the listed role duties and responsibilities and undertake additional duties as are commensurate with the level of the post and as the Head of Lambeth Music Service may reasonably require.
- 14.** To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
- 15.** To take responsibility, appropriate to the post for tackling discrimination against protected characteristics (as per the Equality Act) and promote tolerance, understanding and community cohesion.

PERSON SPECIFICATION
Music Tutor (SO1)

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A). Please address each of these separately.</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confidence scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
Qualification	Q1	<p>One or more of the following:</p> <ul style="list-style-type: none"> • Degree, diploma or evidence of achievement within your field • Qualified Teaching Status (QTS) or other music teaching qualification 	(A)
Knowledge and skills	K1	Knowledge of safeguarding and recommended practices regarding keeping children safe in education.	
	K2	A high level of musical skill, good subject knowledge and knowledge of a range of approaches to teaching and learning.	(A) ✓
	K3	Knowledge of the barriers that young people may face to making music and how these might be addressed.	(A)
	K4	Knowledge of current issues, developments and initiatives within music education.	
	K5	Experience of using Office 365, Microsoft Teams and other student/lesson management software	(A)
Relevant Experience	E1	Experience of creating a safe, positive and inclusive learning environment for young people.	
	E2	Experience of teaching music to a range of learners and/or in different settings or contexts.	(A) ✓
	E3	Experience of planning and delivering sequences of learning that secure and develop pupils' musical skills and knowledge and contribute to their holistic development.	(A) ✓

	E4	Experience of monitoring, assessing and reporting on pupil progress.	
	E5	Experience of leading pupils to a range of successful outcomes and sharing these through performance or other means.	(A) ✓
Key Values and Behaviours	Equity	<p>This means that we strive for equity and justice in everything we do. Everyone is important and we are not afraid to challenge the status quo.</p> <ul style="list-style-type: none"> - Listen to the views of others and ask for their opinions - Ensure fairness and justice is at the heart of our decision making - Take time to build trust, taking accountability for doing what we agree to do - Are inclusive and celebrate diversity, recognising everyone as individuals. 	
	Ambition	<p>This means we are united in our ambitions for Lambeth and strive for excellence in everything we do.</p> <ul style="list-style-type: none"> - Be proud of our borough and people and aim for the highest possible standards of excellence in everything we do - Be flexible and try new things when it is appropriate to do so - Work as one team for Lambeth facing our challenges together - Be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes 	(A)
	Kindness	<p>This means we are respectful, trusting and supportive of each other as One Lambeth team.</p>	

	<ul style="list-style-type: none"> - Treat each other with respect and dignity just as we would want for ourselves - Encourage each other to do our very best work - Support and look out for one another, lending a hand wherever we can - Learn from mistakes and take action to put things right together - Take time to communicate with each other, being honest, open and genuine, providing timely feedback on what we can do better 	
	<p>Accountability</p> <p>This means we make evidenced based decisions, take action and hold ourselves and each other to account to deliver our ambitions. We get the basics right.</p> <ul style="list-style-type: none"> - Do the right thing even when it's tough and communicate our decisions in a timely way - Take individual and collective accountability for performance and delivery - Plan ahead, getting the basics right and take swift action when problem arise - Know your residents, communities and customers, their needs and put them at the centre of everything we do - Take responsibility for your learning and share knowledge and skills with others 	(A)
<p>Core Values and Behaviours</p>	<p>Equity</p> <ul style="list-style-type: none"> • Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter. • Ensure fairness and justice is at the heart of my decision making and support to my team and others. • Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do. • Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part • Take positive action to ensure everyone in my team has opportunities to learn and grow at work • Encourage everyone to be themselves at work and value who they are • I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals. 	

	<p>Kindness</p> <ul style="list-style-type: none"> • Treat each member of my team with respect and dignity just as I would want for myself. • Encourage each member of my team to do their very best work and am available to them to provide support and guidance. • Personalise my support to each team members and look out for them, lending a hand wherever I can • Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together • Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard • Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals. • Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth. • Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions. 	
	<p>Accountability</p> <ul style="list-style-type: none"> • I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way • I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives. • I ensure my team plan ahead, getting the basics right and take swift action when problems arise • I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others. • I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track. • I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same. • I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do. 	

	<ul style="list-style-type: none"> • I encourage my team to learn and grow and ask questions to find the information they need to do their jobs 	
	<p>Ambition</p> <ul style="list-style-type: none"> • Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do. • Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved. • Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together • Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes • I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities. • Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries. • Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth. 	