Brighton Dome & Brighton Festival

JOB DESCRIPTION

Job Title: Instrumental/Vocal Teacher

Accountable to: Strategic Lead: Access and Progression/Area Managers

Job Purpose:

- Provide a direct instrumental/vocal teaching service to schools and colleges through small group and individual tuition schemes and whole class tuition programmes.
- Support out of school learning programmes at music centres, summer schools, workshops and targeted music activities.
- Support all pupils to make progress and achieve their musical potential.
- Promote music making opportunities to new pupils through the service recruitment programmes.

Principle Accountabilities

1. To provide instrumental/vocal learning opportunities in a range of settings in line with Music & Arts policy.
2. To be responsible for the organisation of lessons by arranging classes, displaying lesson timetables and communicating with parents/carers in line with service policy.
3. To monitor and record pupil progress and to provide written reports to parents, schools and the service in line with Music & Arts policy.
4. To maintain records of instruments issued to children and young people/organisations by Music & Arts and schools.
5. To support all pupils to achieve their musical potential by offering appropriate advice and guidance to children and young people and parents/carers.
6. To provide opportunities for pupils to join ensembles, orchestras and choirs including supporting the audition process and to prepare pupils for public examinations as may reasonably be required.
7. To support the service programme of concerts and events as may reasonably be required.
8. To take part in the service professional development programme, participate in the service appraisal programme and attend meetings as required.
9. To complete administrative tasks accurately and in a timely way in line with service policy and communicate effectively with service colleagues, schools and parents.
10. To maintain good order and appropriate standards of behaviour amongst learners to safeguard their health and safety and to ensure that premises in which activities take place receive due care and respect.
11. To promote and safeguard the welfare of children and young people in line with the Service's Safeguarding Policy.
12. To carry out the above duties in accordance with the Brighton Dome & Brighton Festival Equalities Policy.
13. To carry out such other activities and duties as may reasonably be required.

This job description sets out the duties of the post at the time it was prepared. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

Person Specification

Candidates will be expected to demonstrate clearly how each of the person specification criteria is met as part of the application process. The criteria will be assessed through the application form (A) and the interview (I).

1. ESSENTIAL CRITERIA

A Knowledge and experience

1.1 Knowledge of group and individual music teaching methods and instrumental performance practice. (A,I)
1.2 A music degree and / or educational qualification. (A)
1.3 Experience of music education working practices in a range of settings. (A,I)
1.4 Experience of organising and managing classes to create a stimulating learning environment which supports musical progress. (A, I)

B Skills and abilities

1.5 Ability to perform to a high musical standard. (I)
1.6 Ability to use computer software programmes, keep accurate records, meet deadlines and work outside the parameters of direct managerial supervision. (A, I)
1.7 Ability to communicate effectively both orally and in writing to pupils, parents and other professionals in schools. (A, I)
1.8 Ability to be an effective team player and deliver the objectives of the Service. (A, I)
1.9 Ability to show sensitivity and objectivity in dealing with confidential issues, in accordance with the Service Child Protection Policy. (A, I)

C Personal qualities

1.10 Willingness to undertake evening and out of hours work and the ability to travel between different places of work. (A)
1.11 A commitment to furthering Professional Development and ability embrace change. (A, I)
1.12 An understanding of Equal Opportunities policies and how they are applied to daily working practice. (A, I)

2 DESIRABLE CRITERIA

2.1 Previous experience in a music education post.

OUTLINE TERMS AND CONDITIONS

Contract:	Variable Hours based on the needs of the service and demand for tuition.
Hours:	30 teaching weeks across the 39-week academic year.
Salary:	BDBF Hourly Rate Pay Scale, excluding holiday pay, has 4 Points as follows: Point 1: £22.65 Point 2: £24.34 Point 3: £26.46 Point 4: £27.77 New appointments are placed on a point of the pay scale based on qualifications and experience. Progression up the pay scale is offered following satisfactory performance.
Holiday Pay Element 13%:	Holiday Pay is payable in line with current legislation (checked every 6 months to ensure compliant with Brazell ruling) and for each hour worked holiday pay can be claimed as follows: Point 1: £3.38 Point 2: £3.63 Point 3: £3.95 Point 4: £4.14
Holidays:	School holidays and up to 9 additional weeks.
Pension:	Auto Enrolment scheme available once earnings threshold has been reached i.e. £10,000 per annum