

**London Borough of Lambeth**  
**JOB DESCRIPTION**

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

**Main Purpose**

LMS Music Tutors are responsible for delivering high quality music lessons/rehearsals to children and young people in schools and within the community of the London Borough of Lambeth. This may include teaching individuals, small groups or whole classes of pupils, working with ensembles and groups and assisting with workshops and performances.

**Principal Accountabilities**

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 breath 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.

*This job description may be updated periodically to reflect changing organisational needs*

## PERSON SPECIFICATION

### Music Tutor

<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)</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>		<p><b>Shortlisting Criteria</b></p>
<b>Qualification</b>	Q1	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>• Degree, diploma or evidence of achievement within your field</li> <li>• Qualified Teaching Status (QTS) or other music teaching qualification</li> </ul>

<b>Knowledge and skills</b>	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.	
	K3	Knowledge of the barriers that young people may face to making music and how these might be addressed.	
	K4	Knowledge of current issues, developments and initiatives within music education.	
<b>Relevant Experience</b>	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.	
	E3	Experience of planning and delivering sequences of learning that secure and develop pupils' musical skills and knowledge and contribute to their holistic development.	
	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.	
<b>Lambeth Core Behaviours</b>		<p><b>Focuses on People:</b></p> <ul style="list-style-type: none"> <li>Establish and maintain positive relationships with children, young people, families, schools and Lambeth Sounds Music Education Hub partners</li> </ul>	
		<p><b>Takes Ownership:</b></p> <ul style="list-style-type: none"> <li>Actively seek training and other areas to continually improve practice</li> </ul>	
		<p><b>Works collaboratively:</b></p> <ul style="list-style-type: none"> <li>Finding out what other colleagues do and working closely with them</li> <li>Sharing information, best practice and ideas with relevant networks and groups</li> <li>Being approachable, listening and building constructive honest relationships</li> </ul>	

		<b>Communicates Effectively:</b> <ul style="list-style-type: none"><li>• Can adapt communication style to different audiences or contexts</li></ul>	
		<b>Focuses on Results:</b> <ul style="list-style-type: none"><li>• Work towards appropriate and achievable musical and social goals for all children and young people</li></ul>	