


Job Description

	Job Title	Music'sCool Tutor
	Department	Children and Young People
	Section	Setting and School Effectiveness
	Grade	TPC Main-scale/Unqualified
	Reports to	Head of Curriculum, Brent Music Service
	Staffing Responsibility	Not applicable
	Organisation	N/A

Job Purpose:

To provide good quality instrumental / vocal tuition to pupils in Brent schools within the overall aims, values and beliefs of the School Effectiveness Team.

Principal Accountabilities and Responsibilities:

1. The tutor will work in co-operation with:
 - the Senior Management Team of BMS
 - other members of staff of the BMS
 - other staff of the School Effectiveness Service.
 - organisations and networks relevant to the teacher's specialism
 - parents, governors, and the local community
2. To plan and prepare schemes of work and individual lessons, appropriate to the needs, interests, experience, and existing knowledge of the pupils in one's care.
3. To teach a class, or classes, sets, groups or individual pupils, and to set tasks to be undertaken both in lessons and elsewhere, including home practice.
4. To mark and assess pupil's work and to record their development, progress, and attainment both in lessons and elsewhere, including home practice.
5. To maintain good order, discipline, and respect for others among pupils; to promote understanding of the BMS rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning.
6. To build and maintain co-operative relationships with parents, and to communicate with them on pupil's learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
7. To take part in BMS reviews of aims, policy and guidelines.
8. To provide or contribute to oral and written assessments, reports, and references, both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils.

9. To carry out administrative tasks, as set out in the guidelines for BMS tutors, ensuring that all deadlines are met.
10. To evaluate and review own teaching methods, materials, and schemes of work, and to make changes as appropriate.
11. To keep up to date with current educational thinking and practice, both by study and by attendance at courses, workshops, and meetings, and take part in appraisals and reviews of one's work arranged by the Head of Service.
12. To take part in the corporate life of schools and borough by, for example, attending assemblies, demonstrations, school concerts, ensemble concerts, registering the attendance of pupils, and supervising pupils taking part.
13. To ensure that subject-matter and learning resources reflect Borough and BMS policies on race and gender equality, and that the implications of these policies are borne in mind in relation to all the tasks and duties listed in (1.- 12.) above.
14. Make a positive contribution to the delivery of the service. This will include working flexibly and positively to achieve the objectives of the council.
15. Keep abreast of developments in the field and undertake relevant professional development.
16. Work in accordance with policies and procedures of the service, at all times maintaining the highest standards of professional conduct and integrity.
17. Safeguarding is everyone's responsibility; all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
18. Carry out duties with due regard to the council's customer care, equal opportunities, information governance, data protection and health and safety policies and procedures.
19. Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	Enhanced Children Barred
Politically Restricted	No

Person Specification

Job Knowledge, Skills & Experience:

Specify the qualifications, experience, skills and abilities required.

All criteria are essential

Knowledge and Qualifications:

- Music related degree or equivalent
- Knowledge of, and/or teaching experience of classroom music at EYFS/KS1/ KS 2/KS3/4
- Knowledge of and/or experience of teaching instrumental/vocal lessons
- Experience of liaising with school class teachers and/or head teachers
- Knowledge of current issues, developments and effective practice relating to the music curriculum for schools and the provision of music education.

Experience:

- Teaching in a music and/or education setting.

Skills and Abilities:

- Ability to deliver well planned and appropriate classroom music and instrumental/vocal lessons
- Ability to teach at beginner level on an instrument
- Ability to evaluate, monitor and assess pupils' learning
- Ability to perform competently on an instrument
- Ability to direct and lead musical ensembles and performances
- Ability to communicate clearly
- Ability to work independently, but as part of BMS as a whole
- Ability to apply the principles of the Council's Equal Opportunities Policy in the role as a BMS tutor
- Ability to effectively use IT software and systems relating to the service.

Special Requirements:

Willing to travel from school to school within the London Borough of Brent