

## JOB DESCRIPTIONS – ALL ROLES

### NO.1

**Job Title:** Music Curriculum (whole class) and/or Instrumental Teacher  
(whole class/individual/small group tuition)

**Responsible to:** Head of Bexley Music and/or Deputy Head of Bexley Music

#### **Job Purpose:**

To join the Bexley Music team to deliver outstanding whole class music/instrumental lessons and/or individual and small group instrumental music lessons in Bexley schools and at Belmont Academy (Music Centre)

The post holder will, in consultation with the Head and Deputy Head of Bexley Music

- Make a significant contribution to the music provision within the borough of Bexley
- Deliver outstanding music lessons in Bexley schools and at our Music Centre - whole class music curriculum lessons, whole class instrumental lessons, individual and small group instrumental lessons, dependent on the role(s)
- Promote instrumental lessons by offering a variety of practical music-making opportunities for Bexley pupils
- Encourage students to join groups and ensembles at Bexley Music
- Actively promote and market Bexley Music

#### **Main Duties and Responsibilities:**

- To deliver outstanding whole-class and individual/small group instrumental lessons (on the specific instrument speciality)
- To deliver outstanding whole class music curriculum lessons (if appropriate to role)
- To be an effective teacher who maintains and enhances the quality of music, ensuring that students are positively encouraged to develop their potential
- To plan and organise lessons, as appropriate to the class/student
- To adapt teaching resources and tailor teaching methods to the needs of the class/individual students
- To provide a varied and enjoyable range of activities to further the students' musical and technical abilities and to inspire them to play or sing outside of the lessons

- To liaise with schools, staff and parents where appropriate
- To encourage students to join groups and ensembles at Bexley Music
- To organise performances where appropriate
- To consult with members of staff as appropriate, to plan, implement and review the operation of music provision
- To be responsible for the distribution and management of instruments
- To complete any necessary paperwork associated with the post including student reports
- To attend appropriate meetings as required
- To comply with Bexley Music's pastoral procedures and practices
- To liaise with other departments within Bexley Music
- To maintain and develop a personal profile in relation to the post held
- To implement all aspects as appropriate of Bexley Music's Health and Safety and Safeguarding Policies
- To undertake additional duties as reasonably requested by the Head and/or Deputy Head of Bexley Music



**MUSIC TEACHER (ALL ROLES) – PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Degree</p> <p>Instrument specialism qualification (degree level)</p> <p>Teaching Qualification / Accreditation</p>	<p>Qualified Teacher Status</p> <p>Evidence of continuous INSET and commitment to further professional development</p>
<b>Experience</b>	<p>Have degree level instrumental skills</p> <p>Experience of teaching musical instruments to all age groups.</p>	<p>Experience of teaching orchestral and other instruments</p>
<b>Knowledge and understanding</b>	<p>The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);</p> <p>The monitoring, assessment, recording and reporting of pupils' progress;</p> <p>The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection;</p> <p>The positive links necessary within school and with all its stakeholders;</p> <p>Effective teaching and learning styles.</p>	<p>The relationship between Bexley Music and Bexley Music users</p> <p>The roles and remit of the Music Service and Music Hubs</p>
<b>Skills</b>	<p>Demonstrate consistent good or outstanding teaching</p> <p>Promote the school's aims positively, and use effective strategies to monitor motivation and morale;</p> <p>Develop good personal relationships within a team;</p> <p>Establish and develop close relationships with parents, governors and the community;</p>	

	<p>Communicate effectively (both orally and in writing) to a variety of audiences;</p> <p>Create a happy, challenging and effective learning environment.</p>	
<b>Personal characteristics</b>	<p>Approachable</p> <p>Committed</p> <p>Empathetic</p> <p>Enthusiastic</p> <p>Organised</p> <p>Patient</p> <p>Resourceful</p> <p>Good team player</p>	

## NO.2



**Job Title:** Ensemble Director

**Responsible to:** Head of Bexley Music

### **Main Duties and Responsibilities:**

- To be responsible for the weekly ensemble rehearsals
- To maintain and enhance the quality of music-making of the ensemble, ensuring that students are positively encouraged to develop their potential
- To contribute to the planning, operation and review of the audition process and/or selection of potential students (as appropriate), in consultation with other members of staff
- To develop an expertise in all families of instruments / voice types relevant to the ensemble.
- To plan and organise sessions, as appropriate to the ensemble/students
- To prepare the ensemble for internal and external performances
- To liaise with the Ensemble Assistant (where appropriate) on matters relating to the effective running of the ensemble
- Where appropriate, to utilise the skills of the Ensemble Assistant and provide training opportunities within rehearsals
- To select, adapt and arrange music for the needs of the ensemble/individuals
- To tailor teaching and conducting methods to the needs of the ensemble/individuals
- To provide an appropriate range of activities within rehearsals to further the students' musical and technical abilities

- To direct the ensemble and participate in Bexley Music concerts, performances and music tours (if required)
- To liaise with parents where appropriate
- To encourage students to join other Bexley Music groups/ensembles and instrumental lessons
- To liaise with colleagues as appropriate, to plan, implement and review the provision of ensembles
- To be responsible for the distribution and management of sheet music
- To complete any necessary paperwork associated with the post
- To comply with Bexley Music's pastoral procedures and practices
- To attend meetings as required.
- To maintain and develop a personal profile in relation to the post held
- To implement all aspects as appropriate of Bexley Music's Equality, Diversity and Inclusion Policy
- To implement all aspects as appropriate of Bexley Music's Health and Safety Policy
- To implement all aspects as appropriate of Bexley Music's Safeguarding Policy
- To implement all aspects as appropriate of Bexley Music's Information Technology Policy
- To undertake additional duties as reasonably requested by the Head and/or Deputy Head of Bexley Music



## ENSEMBLE DIRECTOR – PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Degree</p> <p>Instrumental Specialism</p>	<p>Evidence of continuous INSET and commitment to further professional development</p>
<b>Experience</b>	<p>Directing an ensemble of the age range, standard and instrumentation appropriate to the post applied for</p> <p>Selecting music appropriate to the ensemble</p> <p>Teaching music to musicians of various degrees of capabilities.</p> <p>Organising concert programmes</p>	<p>Working with a team to organise large-scale and high-profile performances incorporating a number of different ensembles</p> <p>Conducting combined ensembles including their own</p>
<b>Knowledge and understanding</b>	<p>The theory and practice of providing effectively for the individual needs of all musicians</p> <p>The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection;</p> <p>Effective teaching and learning styles.</p>	<p>The relationship between Bexley Music and Bexley Music users</p> <p>The roles and remit of the Music Service and Music Hubs</p>
<b>Skills</b>	<p>Demonstrate consistent good or outstanding teaching and directing</p> <p>Meet deadlines as required</p> <p>Promote the aims of Bexley Music positively, and use effective strategies to monitor motivation and morale</p> <p>Develop good personal relationships within a team</p> <p>Establish and develop close relationships with users and the community;</p> <p>Communicate effectively (both orally and in writing) to a variety of audiences</p>	

	Create a happy, challenging and effective learning environment	
<b>Personal characteristics</b>	Approachable Committed Empathetic Enthusiastic Organised Patient Resourceful Good team player	



**NO.3**

**Job Title: Ensemble Assistant**

**Responsible to: Head of Bexley Music**

**Main Duties and Responsibilities:**

- To be an effective assistant to the conductor who maintains and enhances the quality of music ensuring that students are positively encouraged to develop their potential
- To deputise for the conductor where appropriate
- To liaise with the conductor on all matters relating to the effective running of the group
- To contribute to the planning, operation and review of the audition process and selection of potential students in consultation with other members of staff where appropriate
- To complete any necessary paperwork associated with the post
- To attend appropriate meetings as required
- To comply with Bexley Music's pastoral procedures and practices
- To liaise with other departments within Bexley Music (i.e. Administration, Library, Instruments)
- To participate in the preparation of internal and external performances
- To maintain and develop a personal profile in relation to the post held
- To implement all aspects as appropriate of Bexley Music's Health and Safety Policy
- To undertake additional duties as reasonably requested by the Line Manager and/or Head of Bexley Music



**ENSEMBLE ASSISTANT – PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Degree	Evidence of continuous INSET and commitment to further professional development
<b>Experience</b>	Teaching music to musicians of various degrees of capabilities.	Conducting
<b>Knowledge and understanding</b>	<p>The theory and practice of providing effectively for the individual needs of all musicians</p> <p>The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection;</p> <p>Effective teaching and learning styles.</p>	<p>The relationship between Bexley Music and Bexley Music users;</p> <p>The roles and remit of the Music Service and Music Hubs</p>
<b>Skills</b>	<p>Demonstrate consistent good or outstanding teaching</p> <p>Promote the aims of Bexley Music positively, and use effective strategies to monitor motivation and morale;</p> <p>Develop good personal relationships within a team;</p> <p>Establish and develop close relationships with users and the community;</p> <p>Communicate effectively (both orally and in writing) to a variety of audiences;</p> <p>Create a happy, challenging and effective learning environment.</p>	
<b>Personal characteristics</b>	<p>Approachable</p> <p>Committed</p>	

	Empathetic Enthusiastic Organised Patient Resourceful Good team player	
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