

## Music Tutor

## Role Profile

**Service:** Music Service  
**Band:** UQT Band 3 - 6  
**Reporting to:** Head of Service  
**Responsible for:** No direct reports



**TRAFFORD**  
COUNCIL

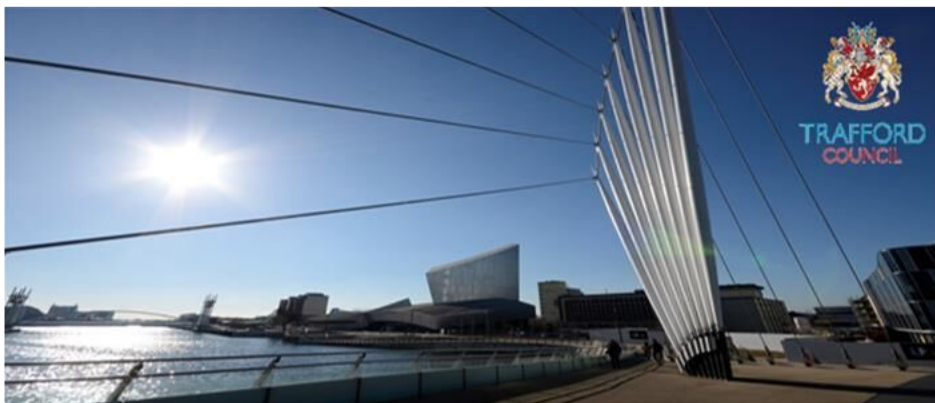
## About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

***Our vision: Trafford – where all our residents, businesses and communities prosper***

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



## Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

**At Trafford Council we are EPIC**

**We EMPOWER** – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

**We are PEOPLE CENTRED** – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

**We are INCLUSIVE** – We are committed to creating an environment that values and respects the diversity and richness differences bring.

**We COLLABORATE** – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

## About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

### Overview

Trafford Music Service provides musical opportunities for children from across the borough. We are committed to enabling children from all backgrounds to access high quality music provision through curriculum teaching, whole class or instrumental lessons and ensembles.

We currently teach in primary and secondary schools across the authority as well as providing an after-school and Saturday morning music provision at our Music Centre based in Sale.

We are a welcoming team of tutors and support staff and can offer a variety of opportunities for professional development. At Trafford Music Service we are committed to nurturing a love of music in children and welcome like-minded enthusiastic applicants.

### Your Main Priorities

- Teaching pupils in whole class, groups and individually, dependent on job role, according to the students' needs and identifying clear teaching and learning objectives, specifying how they will be taught and assessed.
- Taking account of children's needs by providing structured learning opportunities which develop the areas of learning identified in national, local and school policies.
- Displaying enthusiasm, understanding and commitment to ensure the children's experiences are positive and underpin their educational lives.
- Preparing teaching resources through rigorous planning, which are differentiated appropriately so that all pupils can access provision. For example, including beginner pieces and support materials to aid pupils learning and progress.
- Ensuring pupils' progress is properly monitored and recorded, and by providing informative written reports.
- Commitment to recruiting pupils and continuously maintaining / building pupil numbers within the service, where appropriate.

### Key duties

- Keeping up to date with new teaching material and methods.

- Always adhering to the Music Service's Safeguarding policy and to all Trafford Music Service and Trafford Council policies.
- Participating in appropriate further training and professional development.
- Ensuring a safe learning environment which supports learning and one in which children feel secure and confident. You should arrive well ahead of your scheduled contact time with children so that you can prepare your teaching area, get out your resources, set up and make sure the area is free from hazards.
- Supporting the musical development of pupils, for example give appropriate guidance on exam entries, materials/ books pupils should work use for their learning style.
- Signposting and monitoring uptake of progression opportunities - encouraging children to attend school and music centre ensembles and choirs.
- Liaising with relevant music coordinator for ensemble membership and progression.
- Ensuring high standards of behaviour using positive reinforcement and praise.
- Maintaining accurate registers and submit planning as required.
- Maintaining written records of instruments issued to pupils as appropriate.
- Be prepared to support the maintenance and delivery of instruments.
- Undertake any other reasonable duties as required by the Head of Music Service.

## About You

### **Qualifications and Professional Development**

- Music Degree / teaching qualification, diploma / degree or equivalent on instrument / voice.

### **Experience and Knowledge**

- Experience of preparing and delivering music lessons as appropriate to the role e.g. curriculum lessons, wider opportunities, instrumental lessons.
- Experience of preparing students for relevant qualifications e.g. ABRSM/Trinity music exams.
- Knowledge of teaching repertoire for instrument(s) taught at relevant levels.
- Understanding of the barriers that young people may face to making music.
- Understanding of how learning music supports personal and social development.

- Understanding of what motivates young people to learn and of different ways of learning music.
- An interest to deliver a child-centred learning experience which values and responds to the needs and interests of individuals, within and beyond your musical specialism.
- Awareness and appreciation of the educational value of a diverse range of musical genres and practices.
- Experience of rising to a challenge, and knowledge of when and how to seek support.

#### **Skills and Abilities**

- Excellent time management (for lesson delivery and ability to meet deadlines promptly), conscientious and self-motivated.
- A high level of proficiency in your area of specialism, e.g. music technology, instrumental or curriculum.
- Ability to plan and deliver high-quality learning experiences to engage and progress a wide range of pupils - musically, personally and socially.
- Ability to create a safe learning environment, and to communicate effectively to build positive relationships with a range of students, colleagues and parents/carers.
- Ability to relate and listen to a range of young people to plan activities that respond to their interests and needs.
- Strategies for managing learning in groups: how to 'read the room' and create learning that offers a level of challenge and independence appropriate to age, ability, capacity, and context.
- Willingness to take a full and active role in the extra-curricular life of the music service.
- Ability to teach a second instrument, and/or music curriculum (is desirable).
- Ability to reflect on, refine and develop teaching practice (is desirable).

#### **Special Conditions**

- Enhanced DBS required.
- Travelling between schools is a part of this job (car usage is desirable).
- Unsocial Hours/Weekend dependent on job role with additions to working times for special events, meetings and concerts.

Date prepared/revised	Dec 2019 / Refreshed Oct 24
Prepared/revised by	Dec 19 RO/AM / Oct 24 KV

Job Evaluation	Existing
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### **Health and Safety**

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

### **Equalities & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.  
To recognise the value of its people as a resource.

### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

### **Policy**

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

### **Information Governance**

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.