TEACHER

Job Description and Person Specification

Location:	Various locations across Kent
Line Manager:	Lead Teacher / Tuition Manager
Working Hours:	up to 35 hours per week, 36 weeks per year
Contract:	Permanent
Salary:	£28,050.03 - £34,149.43, pro rata, per annum, plus a workplace pension auto-enrolment contribution from Kent Music of up to 3% of salary. (Subject to meeting minimum requirements)

1 About Kent Music

Kent Music is a music education charity and the Hub Lead Organisation (HLO) for the Kent & Medway Music Hub. The organisation is driven by a core belief that music changes lives.

We work closely with schools, colleges, cultural organisations, and other partners to ensure that learners of all ages, especially children and young people, across Kent and Medway have access to high-quality music education both in and out of school.

Informed by the National Plan for Music Education, our vision is to enable all children and young people to learn to sing, play an instrument and create music together, and have the opportunity to progress their musical interests and talents, including professionally.

Our Values

- **Creativity** – we champion creativity, nurture imagination and spark inspiration
- **Achievement** – we empower people to progress and excel
- **Inclusion** – we open doors, fostering inclusivity and accessibility
- **Awareness** – we recognise the impact of our actions and make ethical and informed choices
- **Joy** – we encourage fun, seeking enjoyment and opportunities for celebration

Kent Music's current business plan has four central aims:

1. Support schools to create the conditions where music thrives
2. Provide accessible music education pathways for all children and young people
3. Empower children & young people to pursue their musical aspirations
4. Deliver a sustainable business

Sitting across each aim is a commitment to equity, diversity & inclusion, and youth voice.

2 About the Role

Our teachers form part of a larger team of instrumental and vocal teachers working across Kent to deliver high quality and inclusive music tuition to children, young people, and adults.

Teaching takes place in schools, during the day, and in our music centres, that are open during evenings and on Saturday mornings. You will be required to teach one-to-one and small group lessons, whole class lessons, and to lead ensembles. We provide training and upskilling and a line manager to support you in your role.

As a salaried teacher, you will receive full pay while building your tuition, with additional pay for hours delivered over your contract requirements.

3 Job Description

3.1 Teach students of all ages individually and in small groups and in a whole class to a high quality, ensuring good foundation of technique from the beginning

3.2 Ensure that learning is effective, well planned, and enjoyable and that students make good progress including preparing pupils for examinations as and when appropriate

3.3 Promote and ensure good behaviour among pupils and safeguard their health and welfare

3.4 Make recruitment a priority by delivering instrument demonstrations to classes, assemblies, and parent's evenings and open days

3.5 Be willing to tutor or lead ensembles in a weekly or residential setting with local or county groups including arrangement of basic ensemble parts

3.6 Be personable, enthusiastic, friendly, and professional. Build good relationships with internal and external staff and schools as well as acting as an advocate for Kent Music

3.7 Encourage all students to progress throughout their musical journey, from whole class instrumental tuition (MusicPlus)to one-to-one or small group tuition and to music centres, ensembles, and county wide ensembles

3.8 Engage in Kent Music's professional development opportunities, mentoring and quality assurance process

3.9 Manage a work schedule, keep accurate registers, update pupils' practice books, write annual reports to parents and communicate to Kent Music and parents in a timely manner

3.10 Attend staff meetings when required

3.11 Other duties as required by your line manager

4 Person Specification

	Essential	Desirable
Qualifications and training		
Relevant music qualification	✓	
Teaching qualification, e.g., CME, QTS		✓
Safeguarding training and knowledge of safeguarding legislation		✓
Health and safety knowledge and training		✓
Knowledge, skills, and experience		
Relevant high quality and inspirational music teaching experience	✓	
Relevant teaching experience within a school environment	✓	
Be willing to work in community and SEN/D settings		✓
Experience of performing as a musician to a high standard in a variety of genres	✓	
Ability to motivate and inspire students of all ages and abilities, individually, in groups, or during whole class teaching	✓	
Highly developed interpersonal communication skills with a good standard of written and spoken English	✓	
Enthusiastic, energetic, creative, and innovative, with a proactive and positive attitude	✓	
Ability to accompany students on the piano		✓
Experience of conducting and leading ensembles		✓
Experience of using music technology within learning		✓
Multi-instrumentalist able to teach two or more instruments		✓
Proficient in Microsoft Office applications (especially Outlook, Word, and Excel), and able to learn other platforms as required.	✓	
Kent Music attributes		
Able and willing to work flexibly across the organisation	✓	
Knowledge and experience of safeguarding and GDPR processes		✓
Commitment to equality, diversity & inclusion, and youth voice	✓	
Experience of working in the arts and/or charity sector		✓

Safer Recruitment Statement

Kent Music is committed to the safeguarding of all its learners and staff. Safeguarding is a priority, with arrangements in place to ensure learners feel and are safe during Kent Music activities.

The learner experience and individual achievement are paramount, and safeguarding initiatives are developed to impact positively upon this. Kent Music ensures safeguarding legislation and guidance are adhered to, and taken into account when developing and revising policies, procedures, and associated arrangements. Health and Safety arrangements are in place to ensure adherence to current legislation and guidance.

Applicants will be subject to recruitment and selection procedures designed to emphasise Kent Music's commitment to the safeguarding of its learners and staff. The procedures include questioning at interview stage, verification of appropriate qualifications, acquiring references, and necessary safety checks.

Kent Music has a 'Designated Safeguarding Lead' responsible for child protection, supporting staff in carrying out their safeguarding duties, and working closely with other services. Kent Music has appropriate policies and procedures in place to deal effectively with child protection and safeguarding issues, together with recording and monitoring processes.

It is a condition of employment that all staff are trained to a level appropriate to their safeguarding responsibilities. Kent Music's trustees, Senior Leadership Team, and the safeguarding working group will continue to keep abreast of developments in this area and implement arrangements to continually improve the safety and awareness of its learners, staff, and volunteers.

Diversity and Inclusion Statement

Kent Music values diversity and particularly welcomes applications from under-represented groups of the community.

To address barriers, we will consider reasonable adjustments and access requirements throughout the application and interview process. Please alert us about anything we can do to make your application and interview process as accessible as possible.