



Kent Music
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Consultant Teaching and Learning Assessor

1. Introduction

Kent Music provides creative and inspiring music education opportunities to children, young people, adults and teachers across Kent, including music lessons, orchestras and choirs, and working with schools. We are the lead partner for the Music Education Hub in Kent. Kent Music has a responsibility to Arts Council England, the body that funds and monitors music education hubs on behalf of the Department for Education, to ensure the funding is spent on high quality music education.

Ofsted wrote in 2013 that hubs “must act as champions, leaders and expert partners, who can arrange systematic, helpful and challenging conversations with each school about the quality of the music education and how the school and hub can work together to improve it.” Similarly, Arts Council England wrote in 2016 that hubs should “evidence the quality of teaching and learning taking place in lessons”.

Kent Music has devised a framework and quality assurance (QA) programme for its tuition programme, covering individual and group lessons and whole class music tuition. The framework, developed in partnership with Canterbury Christ Church University, sets out our principles and outcomes for all our musical activities. Our aim is to help schools and music tutors to develop good quality music provision, and we see QA as part of a wider programme of support, advice and continuing professional development.

The consultant is required to liaise with Kent Music’s Education Manager (Tuition), communicate with teachers and schools to set up QA visits, observe Kent Music teachers in schools and music centres and assess their teaching against our framework, provide verbal and written feedback to the teacher, and set developmental targets for the teacher.

2. Brief

The consultant is required to help Kent Music quality assure its large team of instrumental and vocal teachers. This is initially being offered for the 2019-20 academic year. The consultant will be required to:

2.1 Pre-observation:

- Kent Music will identify staff to be observed and provide relevant contact information
- The assessor will contact the school at least two weeks in advance of the observation to inform the school about the purpose of the observation
- The assessor will contact the teacher by email and phone to establish mutually suitable times as confirmed by the school for observation and feedback. They will send the teacher a blank copy of the teaching and learning framework and observation form. (Kent Music will offer support if the teacher does not respond within a reasonable timeframe)
- The assessor should send the Headteacher and Music Coordinator/Head of Music an email including the letter from the Chief Executive, a copy of the teaching and learning framework, the blank observation form and a confirmation of when the observation will take place
- The assessor will inform Kent Music about when and where the observation will take place
- At least 24 hours in advance, the assessor will contact the school/venue to ensure that the observation is still expected.

2.2 Observation:

- The assessor will allow about 10 minutes to introduce themselves to the teacher and any other observer (e.g. class teacher) and discuss any negotiated focus for the observation
- The teacher will provide a lesson plan and evidence of medium- and long-term planning
- An observation of 60 minutes will be carried out This could be a single session or multiple sessions
- The teacher must be prepared to be available for a post-session oral feedback session (at least 15 minutes) during which the main strengths and areas for development will be discussed.

2.3 Post-observation:

- The assessor will complete the observation form and send it electronically to the teacher within one week of the observation. Targets and suggested continuing professional development opportunities will be made clear, including recommendations from Kent Music's CPD programme
- Within the following week, the teacher will complete the reflection section on the observation form and concurrently send the completed observation form to the assessor and to Kent Music
- If any concerns arise, recommend a second observation or informal meeting with a Kent Music member of staff to discuss what support and CPD should be put in place for development.

3. Fee, Timescale and Methodology

The work will be offered as a contract for services on an annual basis. Following induction and training, the lesson observations and feedback - a total of 20 days - must take place in the 2019-20 academic year and is to include 30 teacher observations (0.5 days per observation), plus 1/6 of a day per visit for administration tasks. Travel expenses at 35ppm are payable to a maximum of £1,000 on receipt of an itemised travel claim form.

Observations	Administration	Induction & Training	Total
30 x 0.5 days	30 x 0.166 days	1 x 1 day	21 days
£4,500	£1,500	£300	£6,300

The successful consultant will be required to visit Kent Music teachers in schools (term time only during the working day) and music centres (term time only evenings and Saturday mornings).

To undertake this piece of work you must be able to demonstrate direct experience of quality assuring music teachers delivering individual and group lessons and whole class tuition. We require a suitably qualified and experienced teacher who has:

- a music degree
- Qualified Teacher Status (QTS)
- 5+ years classroom teaching experience
- substantial experience of QA and lesson observations

To apply, please show how you meet the requirements of the brief on no more than two sides of A4 and send this with a CV and completed Equality and Diversity form to Stacey Field at sfield@kent-music.com by noon on Friday 6 December 2019. If you are called for an interview, it will take place on Wednesday 18 December 2019.

4. Safer Recruitment

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. 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. Applicants for this position are required to have a DBS Enhanced Disclosure Certificate with Barred List check (child) via the Disclosure and Barring Service.