



INSTRUMENTAL TEACHER

Person Specification and Job Description

Location:	Ashford
Line manager:	Education Manager (Tuition)
Hours of work:	<p>This is a full or part time post. All teaching and non-contact teaching time will be pro-rated for part time salaried teachers</p> <p>You will be required to work 35 hours per week, 1,265 hours per year with a minimum commitment of 14 hours per week. This equates to 180 working days throughout the year. This post will require flexible working which may include some evening, weekend and holiday work</p>
Remuneration:	Salary £23,000 - £28,000 FTE plus a pension contribution of up to 3% of salary
DBS Requirements:	This post is subject to an enhanced check through the Disclosure and Barring Service (DBS)
Closing Date:	Tuesday 25 th June, 9:00am
Interview Date:	Monday 1 st July 2019 4-7pm (Maidstone)
Application process:	<p>Return completed application and Equality & Diversity form to: sfield@kent-music.com</p> <p>You will be required to bring original certificates of relevant qualifications to the interview <u>Please state which area you are applying for</u></p>
Start Date:	01 Sept 2019

1 The Role

Kent Music is seeking dynamic and committed instrumental and vocal teachers to provide high quality music tuition to children, young people and adults across Kent. Our team of teachers work collectively to transform the teaching of musical instruments and singing in Kent, in both schools and music centres, to individuals, groups, classes and ensembles. This salaried position includes paid non-contact time for planning, preparation and assessment, CPD, and recruitment.

Our aim is that this role will make a substantial change to the number of students learning to play and their progression into groups, choirs and ensembles. You will need to be motivated and passionate about music and the instrument you teach, with a proven track record of delivering high quality tuition, and a commitment to inclusive practice. With excellent communication and interpersonal skills, you will engage positively with pupils, parents, teachers, school leaders and partners.

2 About Kent Music

Kent Music is a music education charity and the lead partner for the Music Education Hub for Kent. The organisation is driven by a core belief that music changes lives.

It does this through the provision of instrumental & vocal tuition in schools, music groups and centres in local areas, community music programmes, Orchestra ONE and advanced level programmes such as the County Youth Orchestra, County Choirs & Wind Orchestra and the annual Kent Music Summer School.

As the lead partner for the Music Education Hub, Kent Music works closely with partners and schools to: co-ordinate and deliver high quality professional development for all music practitioners across Kent; support

schools to embed a culture of the arts; be an innovative leader that facilitates and provides inclusive and accessible music making for all children and young people.

3 Our Values

- Anticipating, valuing and supporting diversity and difference
- Maintaining high expectations for all learners and staff
- Understanding the needs of children and young people
- Reducing the barriers to engagement
- Keeping creativity at the heart of our thinking
- Embracing openness, collaboration and partnership

4 Main Duties

- 4.1 Teach students of all ages ensuring a high quality and personalised approach: to individuals, in small groups, and in whole class settings, ensuring good foundation of technique from the beginning
- 4.2 Ensure that learning is effective, well planned and enjoyable and that students make good progress including preparing pupils for examinations as and when appropriate
- 4.3 Promote and ensure positive behaviours among pupils and safeguard their health and welfare
- 4.4 Make recruitment a priority by delivering instrument demonstrations to classes, assemblies, parent's evenings and open days
- 4.5 Be willing to tutor or lead ensembles in a weekly or residential setting with local or county groups including arrangement of basic ensemble parts
- 4.6 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
- 4.7 Encourage all students to progress to music centres, ensembles and county wide ensembles
- 4.8 Take responsibility for their own professional development, fully engaging with Kent Music's continuing professional development opportunities, mentoring and quality assurance process
- 4.9 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
- 4.10 Attend staff meetings when required
- 4.11 Keep good records of how non-contact hours have been used
- 4.12 Other duties as required by your line manager

5 Person Specification

	Essential	Desirable	Tested via*
Qualifications and training			
Relevant music qualification	✓		A
Teaching qualification, e.g. CME, QTS		✓	A
Safeguarding training		✓	A

Health & safety knowledge and training		✓	A
Knowledge, skills and experience			
Relevant high quality and inspirational music teaching experience	✓		A/I
Relevant music teaching experience within a school environment		✓	A
Ability to motivate and inspire students of all ages and abilities	✓		A/I
		✓	
Experience of performing as a musician to a high standard in a variety of genres	✓		A/I
Be willing to work in community and SEN/D settings		✓	A
Highly developed interpersonal communication skills with a good standard of written and spoken English	✓		A/I
Enthusiastic, energetic, creative and innovative, with a proactive and positive attitude	✓		A/I
Ability to accompany students on the piano		✓	A/I
Experience of conducting and leading ensembles		✓	A
Up-to-date knowledge of safeguarding legislation for both children and vulnerable adults		✓	A/I
Multi-instrumentalist able to teach two or more instruments		✓	A/I
Experience of using music technology to enhance learning		✓	A/I
Additional Attributes			
Flexibility in all aspects of work including evenings, weekends and some holiday periods as agreed with the line manager	✓		A
Demonstrable commitment to continuous professional development	✓		A
Knowledge of current issues and trends in music education	✓		A/I
Permission to work in the UK	✓		A
*			
A = Application			
I = Interview			

6 Other Information

A car is essential in this role to reach schools in different areas; you will need to possess a full UK driving license which is insured for business use. Travel expenses are payable in line with the Kent Music policy as set out in the Staff Handbook.

In the case that you do not drive due to medical reasons, you will be expected to have access to public transport to enable you to travel to schools and events across Kent.

A full time teacher, 1.0 FTE, will be expected to work 1265 hours per year and holidays will be outside of term time. These hours are divided into contact and non-contact time. Some evening, weekend and holiday work may be required, as agreed annually in advance with your line manager to fulfil your annual working hours.

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

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

7 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.