



INSTRUMENTAL TEACHER – Piano

Person Specification and Job Description

Location: Tonbridge & Malling, Sevenoaks & Tunbridge Wells

Line manager: Tuition Manager

Hours of work: This is being offered initially as a part time post (see below). All teaching and additional directed hours will be pro-rata for part time salaried teachers

Full time staff must be available for work for 1265 hours per year. This equates to 180 working days throughout the year. 28.75 hours per week / 948.75 hours annually of this are teaching hours and the remaining 316.25 per annum will be for other duties.

This post will initially be offered on a part time 0.4 FTE basis which equates to 14 hours a week. 11.5 contact hours per week for a total of 379.5 contact hours and 126.5 directed hours per year. Hours can be increased via appraisal and by agreement with the line manager.

Kent Music is seeking a dynamic and committed Piano teacher for the **Tonbridge & Malling, Sevenoaks & Tunbridge Wells** area. We are looking for diverse candidates who can provide high quality and inclusive music tuition to children, young people, and adults across Kent in one to one, small group and whole-class settings. This role will include teaching at various schools and the West Kent Music Centre in Sevenoaks on a Tuesday evening.

Remuneration: Salary £24,400 - £29,705 FTE plus a pension contribution of 3% of salary

DBS Requirements: this post is subject to an enhanced check through the Disclosure and Barring Service (DBS)

Closing Date: Thursday 6th October 2022

Interview Date: Week commencing Monday 17th October 2022

Application process: Return completed application and Equality & Diversity form to:
recruitment@kent-music.com

Start Date: 3rd January 2023

1. Purpose of the Role

A new and exciting opportunity to join a team of instrumental and vocal teachers, with the aim of providing high quality and inclusive music tuition to children, young people and adults across Kent.

2. Background

Kent Music is building up a team of teachers in Kent who will work collectively to transform the teaching of musical instruments and singing in Kent. Our aim is that this team will make a substantial change to the numbers learning to play and their progression into groups, choirs and ensembles. Kent Music will support instrumental teachers with a comprehensive programme of professional development and provide time for teachers to reflect on their practice and prepare for their lessons.

3. 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.

4. 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

5. Main Duties

- 5.1 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
- 5.2 Ensure that learning is effective, well planned and enjoyable and that students make good progress including preparing pupils for examinations as and when appropriate
- 5.3 Promote and ensure good behaviour among pupils and safeguard their health and welfare
- 5.4 Make recruitment a priority by delivering instrument demonstrations to classes, assemblies, and parent's evenings and open days
- 5.5 Be willing to tutor or lead ensembles in a weekly or residential setting with local or county groups including arrangement of basic ensemble parts
- 5.6 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
- 5.7 Encourage all students to progress to music centres, ensembles and county wide ensembles
- 5.8 Engage in Kent Music's professional development opportunities, mentoring and quality assurance process
- 5.9 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
- 5.10 Attend staff meetings when required
- 5.11 Other duties as required by your line manager

6. Person Specification - Please refer to this as specifically as possible when completing the application form

	Essential	Desirable	Tested via*
Qualifications and training			
Relevant music qualification	✓		A
Teaching qualification, e.g., CME, QTS		✓	A
Safeguarding training and knowledge of safeguarding legislation		✓	A/I
Health & safety knowledge and training		✓	A
Knowledge, skills and experience			

Relevant high quality and inspirational music teaching experience	✓		A/I
Relevant teaching experience within a school environment			A/I
Be willing to work in community and SEN/D settings		✓	A
Experience of performing as a musician to a high standard in a variety of genres	✓		A/I
Ability to motivate and inspire students of all ages and abilities	✓		A/I
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
Experience of conducting and leading ensembles		✓	A
Experience of using music technology within learning			A/I
Multi-instrumentalist able to teach two or more instruments		✓	A
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			

7. 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. This comprises 907.5 contact hours and 357.50 non-contact hours. 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 offers a wide range of training throughout the year. All teachers are expected to fully engage with training offered and with their own professional development.

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.

8. 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 commitment to safeguarding is paramount to the success of the learners. 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.