THE CITY OF EDINBURGH COUNCIL

The City of Edinburgh Council
Job Profile

DEPARTMENT: Children and Families
SECTION: Schools and Community Services
POST: Instrumental Music Instructor
RESPONSIBLE TO: Principal Officer, Instrumental Music

PURPOSE OF THE JOB:

To teach primary and/or secondary pupils individually and in groups to play a musical instrument, develop musical literacy, aural awareness and to promote interest in music making.

MAJOR TASKS/JOB ACTIVITIES

- To advise and guide pupils and parents on their instrumental education.
- To undertake development of the music curriculum as it relates to instrumental education.
- To contribute to and support the activities of the instrumental service.
- To undertake in-service training.

PLANNING AND ASSESSMENT

- To prepare lessons and courses in instrumental music.
- To assess, record and report on the work of instrumental pupils.
- To assist in preparing pupils for national examinations.

LEARNING AND TEACHING

- To teach assigned instrumental classes.
- To help organise and participate in school ensemble and musical activities programme.
- To help organise and participate in centrally organised ensemble and musical activities programme.

ORGANISATION AND ADMINISTRATION

- To participate in the administration and organisation of the school and instrument service.
- To work co-operatively as part of a team.
- To ensure that instruments are maintained in an acceptable condition as appropriate.
- To participate in all aspects of the selection procedure.

INTERACTION WITH PUPILS

- To maintain good order and discipline among pupils and to safeguard their health and safety.

ACCOUNTABLITY AND AUTHORITY

- Director of Children and Families through the Principal Officer, Instrumental Music.
- To the Primary Head Teacher/Head Teacher, Secondary through the Principal Teacher of Music.
- Authority delegated by Principal Teacher or senior staff as appropriate.

RESPONSIBLE FOR:

None

ADDITIONAL INFORMATION:

These posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. From 28 February 2011, preferred candidates will be required to join the PVG Scheme or undergo a PVG scheme update check prior to a formal offer of employment being made by the City of Edinburgh Council.

EMPLOYEE SPECIFICATION:

Council Core Competencies

These Council Core Competencies apply to positions with responsibility for managing people or resources: Leading Others Managing Performance and Developing others Political Sensitivity

Instrumental Staff	**Essential**	**Desirable**
Experience	Ability to demonstrate successful teaching experience both in groups and one to one Awareness of current learning theory and its implications for teaching	Ability to demonstrate high level of inter-personal skills Ability to demonstrate skills in setting goals and prioritising

	Awareness of current curriculum principles and developments Ability to set and maintain high standards of student motivation and behaviour Ability to demonstrate effective and efficient administrative skills	Ability to demonstrate organisational and planning skills Ability to demonstrate commitment to working with young people in different situations
Knowledge, Skills and Understanding	Knowledge of some software packages is required such as MS-Word and Excel as well as Familiarity with email and Internet software	Knowledge of other notation software packages such as Sibelius Able to present statistics and other information in an appropriate format
Qualifications and Training	Degree level training in music / music related subjects or equivalent work experience	Ability to demonstrate commitment to personal development through recent attendance at appropriate training courses, and/or evidence of recent professional development appropriate to this post
Job Specific requirements	Ability to demonstrate commitment to personal development through recent attendance at appropriate training courses, and/or evidence of recent professional development appropriate to this post Ability to demonstrate initiative Ability to take responsibility for decision-making Ability to work effectively alone, and as part of a team	Ability to take part in development work Ability to work successful with others in a wide range of school matters Ability to improvise Ability to perform to a high musical standard Ability to arrange music for mixed ability groups

	Ability to prioritise competing work demands and manage personal stress levels Ability to relate to and form effective relationships with students, staff and parents in order to create a purposeful working environment Ability to adapt positively to changing circumstances Ability to set high standards which challenge and inspire students to high achievement Ability to demonstrate understanding of the purposes and processes of staff development and appraisal	Ability to work successfully with others in a wide range of school matters Knowledge of a wide variety of styles and genres in music
Applicants should always check the Job Vacancy Summary for any specific Employee Specification Requirements for the advertised vacancy.		