



Education, Housing & Communities | Leisure & Culture Service
Music Instruction & Performance

Job Description

1. ORGANISATION

Post Title	Music Instructor
Department	Music Instruction & Performance
School	Across Moray

2. JOB PURPOSE

Responsible for the enhanced musical development of those pupils in the school who are selected for instrumental music instruction and contribute to the professional, corporate life of the Music Instruction & Performance team in relation to pupils, parents, staff and schools.

3. MAJOR TASKS

1. Delivery of instrumental music instruction to selected pupils on a group basis or, on occasion, an individual basis where appropriate and liaise with the PT of Music or Head Teacher on recruitment of new pupils.
2. To teach the whole range of instruments applicable to the discipline involved i.e. all orchestral strings to pupils at all stages.
3. Staff may be offered to undertake duties in the Moray Music Centre.
4. To ensure that instrumental provision relates closely to the wider provision in the school.

4. REPORTING RELATIONSHIPS

1. Overall, accountable to the Principal Teacher of Music Instruction & Performance.
2. Liaise with the Principal Teacher/Head Teacher during allocated time in each school.

5. ACTIVITIES

1. Delivery of instrumental music instruction to selected pupils on group basis or, on occasion, an individual basis where appropriate and liaise with the PT of Music or Head Teacher on recruitment of new pupils.
 - i. Select appropriate pupils for instrumental music instruction based on their musical ability.
 - ii. To teach selected instrumental music pupils.
 - iii. To plan and prepare appropriate work for pupils with a wide range of progressive, stimulating and attractive material whether working in group or individual lessons.
 - iv. To assess, record and report on the work of pupils via the "Pupils Progress Diary" or Class Notebook via Glow, and provide Pupil Progress Reports, based on accurate assessment of pupils work and the recording of such information.

- v. To present the opportunity for pupils to participate in national practical examinations and keep abreast of curricular developments.
- vi. To provide pupils with a structured programme of work for the periods between lessons, ensuring that information is incorporated into pupil progress records.
- vii. To maintain good order and discipline among pupils and to safeguard their Health and Safety.

2. To teach the whole range of musical instruments applicable to the discipline involved i.e. all orchestral strings to pupils at all stages.

- i. To be familiar with the whole range of instruments in the subject family and maintain personal development in the instruments taught.
- ii. To advise and guide pupils on matters relating to their instrument.
- iii. To encourage pupils to participate in school ensembles, Music Centre groups as well as other regional and national ensembles e.g. NYOS.
- iv. To liaise with Head Teachers and Principal Teachers of Music in order to promote the instrumental skills of the pupils.
- v. To understand the importance of music making in small communities.

3. Staff may be offered to undertake duties in the Moray Music Centre.

- i. To contribute to the continuing development of the orchestral/band rehearsals.
- ii. To either direct an ensemble or to assist in the weekly rehearsal activity applicable to the discipline involved.
- iii. To be involved in the organisation and operation of concerts on an agreed basis.

4. To ensure that instrumental provision relates closely to the wider provision in the school

- i. Supporting and/or leading ensembles in school for concerts, prize giving's and community outreach events etc.
- ii. Liaising, where appropriate, with other music staff in schools i.e. Youth Music Initiative and visiting music specialist to support music in the wider sense across the curriculum
- iii. Supporting instrumental music instruction pupils to prepare their performance in the practical parts of their SQA exams.



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Person Specification

Post Title	Music Instructor
Department	Music Instruction & Performance
Directorate	Education, Housing & Communities Leisure & Culture Service
Date specification completed	May 2019

Note: Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

ATTRIBUTES	ESSENTIAL The minimum acceptable levels for safe and effective job performance.	DESIRABLE The attributes of the ideal candidate.
1. Experience	Proven track record of high levels of progress and attainment by pupils. Experience of teaching both group & individual lessons within a range of age & abilities (P3-S6) from beginner to pre-college level. Experience of public performance on your main instrument.	Ability to play piano. Experience of conducting groups.
2. Education & Qualifications*	Recognised National Music Degree/Diploma.	Evidence of achievement within the field of music.
3. Skills/Abilities (General)	Excellent interpersonal and communication skills – written, oral, telephone. Ability to maintain clear and concise teaching records. Ability to work independently.	

	Proven ability to organise daily workloads and timetables. Ability to organise and manage work effectively, make decisions where appropriate.	
4. Skills/Abilities (Specific)	Excellent teaching skills enabling high levels of progress and attainment by pupils. High level skill as a music practitioner & ability to play instrument to diploma standard. Effective monitoring and evaluating of pupil performance. Set realistic goals for pupils. Thorough knowledge of current issues in music education, Curriculum for Excellence ABRSM & SQA. Broad general education and senior phase knowledge of teaching and learning in all phases in schools as well as the pedagogy of music teaching. Knowledge of a range of styles and cultural influences in music and performing arts.	Experience in the school environment. An understanding of the demands of learners with special educational needs and those in the care of the Council.
5. Inter-personal & social skills	Develop positive working relationships with other professional and support staff from many different disciplines working with children and young people. Ability to form effective relationships with schools, parents, teachers, students and stakeholders.	Ability to work as a member of a team. Ability to work in different school environments.

	Ability to deal with parent /complaints and progress constructively. A commitment to safeguarding children, equality of opportunity and inclusion of children and young people. Willingness to travel throughout the designated area. Attention to detail and accuracy. Confidentiality.	
6. Working environment & physical demands		

You will be expected to travel efficiently and effectively between various work locations within Moray to meet the operational requirements of the Service. Due to the rural nature of Moray this is normally undertaken by use of a car.

* Candidates will be required to show these documents if invited for interview.

Satisfactory Disclosure Scotland check required?	YES/NO
Membership of Protecting Vulnerable Groups Scheme (Working with Children)	YES/NO
Membership of Protecting Vulnerable Groups Scheme (Working with Vulnerable Adults)	YES/NO
Satisfactory pre-employment medical screening required?	YES/NO