Job Outline

Post: **Music Instructor**

Service: **Chief Executive's Office**

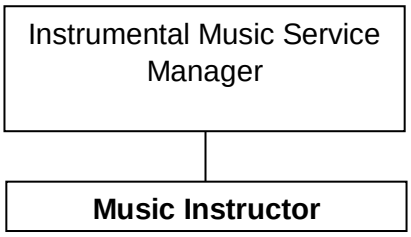
Section: **Education – Instrumental Music Service**

Grade: **Music Instructors SNCT Scale**

Job Purpose:

Assist with the effective provision of Instrumental instruction to individuals and groups of pupils within an educational environment in order to assist with the promotion, delivery and integration of the key objectives in relation to those identified within Education Plan and the Community Plan.

A. STRUCTURE CHART



B. KEY DUTIES & RESPONSIBILITIES

1. Assist with the delivery of an effective educational Instrumental instruction service in accordance with the SNCT, East Ayrshire Council's and Instrumental Music Service specific policies, procedures and relevant strategy provision.

2. Contribute to the development of pupils under Instrumental instruction that supports the achievement of individual and group qualifications, competition or community related performances.

3. Assist with the monitoring and tracking of the availability and access to musical instruments for use by pupils ensuring they are regularly maintained.

4. Promote the uptake of Instrumental instruction to a range of pupils encouraging progression and motivating individuals to achieve formal qualifications.

5. Direct bands, orchestras, choirs and ensembles in accordance with the remit of the post.

6. Prepare a range of lesson plans to teach Instrumental instruction in order that pupils attain an appropriate level of skill from beginner through to SCQF Level 7.

7. Deliver Instrumental instruction to individuals and groups of pupils to the level required for SQA assessment and external examination.

8. Support the safe delivery of tuition by ensuring all equipment is checked in advance of use and maintained as required in accordance with the manufacturer's guidelines, risk assessments and current regulations.

9. Liaise closely with the other Music Instructors in all matters relating to the development of collaborative and successful schools' orchestras, ensembles, choirs and bands.

10. Monitor and report using a range of techniques and evidence including marking of work, observation, theory/practical testing and analysis of test results and assignments to establish the levels of attainment of individual or group tuition.

11. Produce and maintain well-organised, accurate records of assessments and use the results to monitor and report on pupils' progress according to agreed Council policy and funding provider agreements.

12. Provide individual and group support and tuition to prepare musician/s to succeed in achieving the required standard to meet examination criteria.

13. Provide individual and group support and instruction to prepare musician/s to succeed in achieving the required standard to participate in competitions, school and local community activities.

14. Maintain a range of inventories relating to the accurate and detailed records of instruments including the whereabouts of items that are on loan, being repaired or awaiting disposal ensuring the appropriate data is available in accordance with the funding provider agreements.

15. Assist with the maintenance, repair and servicing of musical instruments and related equipment ensuring all activity undertaken is completed in accordance with manufacturer's recommendations.

16. Provide clear advice and guidance on the purchase and storage of instruments to both pupils and parents.

17. Maintain good communications with a range of colleagues within Education Establishments, East Ayrshire Council and community partners.

18. Adhere to Education Discipline policies within Schools and liaise appropriate to seek and use advice from colleagues and promoted staff in managing more acts of indiscipline.

C. GENERAL RESPONSIBILITIES

19. Ensure that any materials and equipment provided to assist in carrying out the duties of the post are properly secured in accordance with the Council's policies and procedures.

20. Ensure that the Council's Customer First Service Commitment is followed in all dealings with the customers and clients of the Service.

21. Ensure that all activities for which the post holder is responsible are delivered in accordance with East Ayrshire Council's Equality and Diversity Policies and the statutory and general and specific Equality duties

22. Promote the health and safety of employees at work and of service users through the implementation of the Council's policy on health, safety and welfare at work and departmental Health and Safety arrangements in accordance with all relevant statutory requirements.

23. Participate in East Ayrshire Councils Education Service Continuing Professional Development programme as key means to improving practice and widening areas of expertise within the scope of the post.

24. Adhere to the Council's policies and procedures for good records management ensuring that the correct information is created, maintained, stored and retrieved in accordance with business need and statutory and legislative requirements.

25. Participate in the East Ayrshire FACE Time process annually in accordance with the Council's procedures.

Person Specification

Designation: Music Instructor	Post No:
Service: Chief Executive's Office	Section: Education – Instrumental Music Service

Attributes:	**Essential Criteria**	**Desirable**
Qualifications	• SVQ Level 4 / Degree or equivalent qualification in Music.	• Qualification in Instrumental or Vocal Teaching accredited by a university, conservatoire or national training body.
Knowledge & Skills	• Knowledge of Curriculum for Excellence, National Qualifications and SQA progression. • Knowledge of the principles of learning and teaching music. • Knowledge of instrumental repertoire and resource.	• Knowledge of policies and practice including safeguarding, risk management, behaviour management. • Knowledge of history of musical instruments. • Working knowledge of music writing software.

	• Ability to impart knowledge of practical and theoretical aspects of instrumental instruction. • Ability to prepare teaching rotas, maintain records of work, prepare reports, record and prepare evidence to support pupil learning. • Understand and apply assessment, recording and monitoring. • Ability to convey musical interpretation to others. • Used Microsoft Office packages including Word, Excel, Access, PowerPoint and Outlook.	
Experience	• Experience of working with young people. • Experience of working within a schools environment. • Experience of teaching musical instruments appropriate to the role. • Experience of planning teaching programmes. • Experience of leading, coaching and rehearsing bands, choirs, orchestras and ensembles. • Able to demonstrate successful, inspirational and motivational teaching.	• Experience of a leading role in a community choir, ensemble, orchestra, brass band or wind band. • Experience of leading an ensemble, orchestra band or choir in a competition environment.
Personal Features/Qualities	• Ability to communicate effectively with a wide range of audiences. • Ability to work independently and as part of a team. • Ability to clearly articulate vision and ideas. • Excellent organisational skills. • Able to enthuse and motivate individuals and groups. • Ability to deal with challenging behaviour.	• Ability to adapt to a changing environment.

Any Additional Job Related Requirements	• Ability to work flexibly and out with normal working hours to meet the needs of the service. • Ability to travel across East Ayrshire to deliver and attend training / meetings. • Committed to continuous improvement though service delivery.	• Commitment to raising attainment and excellence. • Continued Professional Development.

This job outline provides a description of the role and associated responsibilities for the post at the date of preparation. It is not intended to identify all duties/responsibilities associated with the role of a post, but rather highlights the main requirements of the role and recognise that roles change over time, the post holder will be required to cooperate with the Head Teacher to meet the needs of the school.

Employees are the FACE of East Ayrshire and are expected to demonstrate our FACE qualities and behaviours	
Quality	**Behaviour**
Flexible	• Have an open mind and look for better ways of doing things. • Embrace new technologies to improve services for the people we serve. • Welcome opportunities to learn and grow.
Approachable	• Develop positive and productive relationships with everyone. • Listen, notice, respond and engage. • Manage our reactions and think about how our behaviour affects others.
Caring	• Embrace working in a team and working with others. • Take pride in your role, serving our community and strive to be the best we can be. • Be kind to others and to ourselves.
Empowered	• Have the courage to try new things. • Work with others to find the best solutions. • Help everyone to realise their full potential.