



HILLINGDON

LONDON

Job Profile

JOB TITLE: Peripatetic/Class Music Teacher

GRADE: LBH Teachers Pay (Hourly rate)
£29.13 per hour
£33.15 per hour (QTS)

POST NO:

JOB TIER: 5 (non-management)

DBS CHECK: Enhanced

GROUP: **Education and SEND**

SERVICE: Music Service

REPORTING STRUCTURE

Reports to: Music Co-ordinator

Direct Reports: Nil

Indirect Reports: Nil

ROLE PURPOSE:

- To undertake Music teaching and related duties at varying locations in the London Borough of Hillingdon, ensuring adherence to quality standards.
- Act in any of up to four capacities to deliver different kinds of teaching:
 - peripatetic instrumental and/or vocal and/or theory teaching - delivering music lessons one to one or in small groups at a school or a Music Service centre **AND/OR**
 - whole class instrumental teaching - the teaching of an instrument or family of instruments to whole class groups in school **AND/OR**
 - curriculum music teaching - teaching classroom music in schools using singing and classroom instruments **AND/OR**
 - ensemble leading - directing choirs and other instrumental ensembles

A. Job Description

1. Resident & Community Contribution

- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.

2. People Management

- No direct supervisory responsibility however may be requirement to assist in induction and training of peers and new employees.

3. Operational Service Delivery

- To deliver outstanding high quality music lessons according to students' educational needs.
- To show a commitment to and always apply the Service's safeguarding policy and practices.
- Be an excellent role model to others, promoting the ethos of Hillingdon Music Hub.
- To maintain the necessary administration in relation to students and their learning.
- To keep up to date with subject specific information and changes and awarding body syllabus requirements and accreditation expectations for the subjects delivered.
- To maintain appropriate records and to provide relevant accurate and up-to-date information on registers, timesheets and reports.
- To ensure that the Borough's vision, values and strategic objectives are reflected in the work of the service.
- To deliver responsibilities under the Music Service's Safeguarding procedures, including reporting/escalation of concerns about child welfare through the correct channels as appropriate
- For music teachers undertaking instrumental or vocal teaching:
 - To develop knowledge of materials and repertoire for students at different stages of their musical development
 - To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required, for which PPA time is allocated out of the advertised hourly rate.
 - ensure the day-to-day organisation of their music timetable and communication with the schools in which they teach to ensure lessons go smoothly
 - enable students to gain relevant qualifications and support their mainstream educational programmes where agreed by the service.
- For curriculum music teachers undertaking classroom teaching:
 - teach a full and enriched curriculum to key stages 1 and 2 to engage and challenge pupils
 - complete thorough weekly and termly planning
 - assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies for the Music Hub

- ensure students' work is assessed and feedback given
- where relevant, work with other music hub teachers working in the schools and be pro-active in securing opportunities for the children.
- For whole class instrumental teachers
 - deliver whole class ensemble programmes which enable students to gain first access to the experience of playing musical instruments.
 - create lesson materials, including recordings and scores, and design learning activities for whole class teaching sessions based on consultation with the schools
 - work unsupervised with whole classes of students.
 - act as a substitute whole class music teacher in schools as and when required to cover sickness and planned absence.
 - set and record learning outcomes in consultation with the postholder's main schools and record evaluation outcomes against criteria established by the Singing and First Access Co-ordinator.
 - undertake project work with selected groups of students where required by the needs of the service, as well as whole classes

4. Service Planning & Development

- Engage fully in both staff training and continuous professional development.
- Maintain knowledge of the National Plan for Music Education and understanding of own contribution in order to ensure delivery of this plan.
- Plan, deliver, assess and monitor relevant high quality learning activities within an agreed music programme, which enable students to achieve their proposed learning outcomes.
- Engage with other staff to plan and deliver enrichment activities and projects.

5. Financial & Resource Management

- To demonstrate cost-consciousness and identify any cost-effective changes to own way of working.

6. Service Improvement

- To identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for students.
- To attend team meetings at agreed times and share good practice.
- Through CPD training, keep up to date in the subject area and maintain relevant professional qualifications.

7. Contacts

- Teaching staff, Music and Education Managers and members of the public.

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.
- To adhere to and fully implement the principles and responsibilities of the Equality and Diversity Policy, in all aspects and duties of the role.
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9. Key Performance Indicators

- The results of teaching observations carried out by Music Service management
- Assessments by schools, parents and students of how the role is carried out
- Measurable progress by the students taught against reasonable national standards.
- Excellent attendance and punctuality
- Compliance with the statutory, reporting and safeguarding elements of the role

B. Person Specification

Peripatetic Music Teacher

This person specification will be used for recruitment to the Peripatetic Music Teacher vacancies in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL	DESIRABLE
Appropriate music qualification(s) or professional equivalent	✓	
Appropriate teaching qualification (PGCE, QTS)		✓
Evidence of Continuing Professional Development	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE
Able to work across sites throughout the borough.	✓	
Current clean driving licence and own vehicle available for work.		✓
Able to work flexibly including evenings and some weekends as required.	✓	
3. EXPERIENCE	ESSENTIAL	DESIRABLE
Have experience of working with individuals and groups of students across a wide range of age and ability.	✓	
4. KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE
To have a sound knowledge of music teaching and performance.	✓	
Good up to date knowledge and enthusiasm for music education.	✓	
Ability to provide specialist subject information and advice.	✓	
5. COMPETENCIES	ESSENTIAL	DESIRABLE
“Can do” positive attitude Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓	
Takes responsibility and delivers results Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	✓	
Team working		

<p>Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.</p>	<p>✓</p>	
<p>Communication Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.</p>	<p>✓</p>	
<p>Customer Care Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.</p>	<p>✓</p>	
<p>Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.</p>	<p>✓</p>	