

SAFFRON CENTRE for YOUNG MUSICIANS

TUTOR OF FLUTE AND GENERAL MUSICIANSHIP (INCLUDING ONE GCSE MUSIC SUPPORT CLASS)

Job Description

ROLE OBJECTIVE

To teach students aged between 6 and 18 according to own specialism, in accordance with the Centre's requirements and to guide their musical and artistic development.

DUTIES

- To maintain professional standards and work effectively as an ambassador for Saffron Centre for Young Musicians (SCYM) with all stakeholders in its provision.
- To provide effective learning experiences which maintain good order and discipline among students that enables them to meet their goals within an inclusive environment that supports all individuals.
- To be responsible for formal scheduled teaching, lesson planning (including content and teaching methods, material and aids), tutorials and assessment (in relation to assigned students). Included within the hours allocated to this work is attendance at meetings and all administration.
- To monitor the progress and achievement of assigned students throughout their period of study: the tutor will be responsible for identifying to the Head of SCYM those students he/she considers suitable for SCYM concerts and will also identify and enter students for music examinations.
- To manage the preparation and participation of assigned students where appropriate in a range of performing activities including concert performances, ensemble and chamber music concerts, internal assessments, outreach performances, master classes and workshops, competitions and outside engagements.
- To maintain regular and effective communication with the SCYM team and Essex County Council/Essex Music Service.
- To participate, if requested, with the Head of SCYM and other senior colleagues in the auditioning and admissions procedures (for an additional fee).
- To contribute to programme and curriculum development where appropriate.
- To raise the profile of SCYM by promoting the centre in all outside activity and assisting in the recruitment of students with high potential and interest in sustained music learning.
- To carry out other departmental duties from time to time as agreed with the Head of SCYM and other senior colleagues.

DISCLOSURE & BARRING SERVICES CHECKS & SAFEGUARDING

- To provide the Head of SCYM with evidence of fitness to carry out the services outlined in the form of prior clearance by the Disclosure and Barring Services (DBS) and shall provide an up-to-date Disclosure and Barring (DBS) certificate to the Designated Safeguarding Lead of Essex Music Service.
- To maintain ongoing individual registration with the DBS Update Service as a mandatory requirement of the roll.
- To abide by the Essex Music Education Hub's Safeguarding Policy and undertake training as required.

HEALTH & SAFETY

- To take reasonable care for all health and safety matters concerning the tutor and those around them by complying within SCYM policies, standards and requirements, Health and Safety procedures, Safeguarding requirements, Data protection and Informational Governance (General Data Protection Regulations) as appropriate.

EQUAL OPPORTUNITIES

- To conduct all activities taking account of Essex Music Education Hub and Essex County Council's code of conduct policies, ensuring that all clients, contacts, students and employees are treated fairly and with dignity and respect.
- To promote Essex Music Education Hub's commitment to equality and diversity and to ensure that all students comply with the policy in all their activities.

Saffron Centre for Young Musicians is committed to safeguarding and safe recruitment processes as laid out in Keeping Children Safe in Education.

SCYM INSTRUMENTAL TEACHER - Person Specification

	Essential	Desirable
Technical skills, qualifications and experience		
Significant experience of teaching specialism or significant professional performing portfolio	✓	
Experience of teaching within a specialist musical environment	✓	
Performing career		✓
Music degree, diploma or equivalent.	✓	
Business Skills		
Able to communicate well effectively both orally and in writing	✓	
Able to develop & sustain relationships with SCYM colleagues, clients & students	✓	
Able to work as part of a committed team	✓	
Able to give regular lessons on Saturdays	✓	
Able to offer career guidance in music to young people		✓
Personal Skills		
Ability to motivate and inspire young people	✓	
Enthusiasm and commitment to SCYM	✓	
Ability to prioritise and manage own workload	✓	
Ability to be logical and able to apply an innovative approach to problem solving	✓	
Self-motivated, self-starter with a calm and professional approach	✓	
Efficient, organised & able to meet deadlines	✓	