

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	GUITAR TEACHER	JEID	
Salary Grade:	POST IS 16.5 HOURS PER WEEK PAY SCALES DEPENDING ON TEACHING EXPERIENCE AND QUALIFICATIONS IST CONTRACT (33 WEEKS) £15215- £23024 FIXED TERM CONTRACT		
Team:	WARWICKSHIRE MUSIC		
Service Area:	COMMUNITIES GROUP		
Primary Location:	PERIPATETIC		
Political Restriction	This position is not politically restricted.		
Responsible to:	OPERATIONAL MANAGER (STAFF)		
Responsible for:	N/A		

Role Purpose

To develop instrumental/vocal teaching in accordance with Warwickshire Music strategy in designated area/areas.

To deliver a full range of Warwickshire Music activities to include class, small group and individual tuition in primary and secondary settings.

To develop and increase guitar teaching in the North of the County.

To provide inspirational, wide-ranging music experiences supporting pathways for all Warwickshire students to reach their full musical potential. To provide a professional music education service to the highest quality, providing best value at all times.

Role Responsibilities

To create and maintain a good professional working relationship with staff, pupils and parents in schools and communities in line with Warwickshire Music ethos and aims.

To teach whole class instrumental teaching in chosen instrument to pupils as required in accordance with the agreed guidelines.

To teach their chosen instrument to pupils as required in accordance with the agreed Warwickshire Music curriculum and maintain high quality teaching skills in a range of settings as required.

To prepare and evaluate appropriate programmes of study for their pupils.

To complete appropriate documents as required by schools and Warwickshire Music for efficient and effective teaching e.g. annual pupil reports, progress returns, etc.

To Monitor and assess pupils' progress as required by school and Warwickshire Music policies.

To ensure that all pupils taught have the opportunity and encouragement to attend Warwickshire Music Area Music Centre and County groups. To ensure that all pupils have access to appropriate performance groups

To attend all required staff meetings and INSET for an agreed proportion of time based on teaching hours.

To keep up to date with new materials and teaching methods relating to their chosen instrument.

To participate in required quality monitoring and assessment procedures. To ensure good professional relationships with pupils, with correct concern for pupils' health and safety and safeguarding.

To assist senior teachers in operating efficient budgetary control by keeping up to date instrument and equipment records.

Maintain close cooperation and productive relationships with your designated Manager and ensure good communication and effective working with the Warwickshire Music management team.

Undertake any other duties appropriate to the post as required by the Director of Warwickshire Music or the senior teacher.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Performance or teaching diploma or equivalent	A,D
Good inter-personal and communication skills	A,I,P
Instrumental teaching experience	A,I,D
High level of instrumental/vocal performance skill	A,I,P
Knowledge and understanding of relevant educational issues, including access, equality and inclusion, safeguarding and health and safety legislation	A,I
Ability to motivate and inspire and high expectations of self and others	A,I,P
Commitment to raising educational standards	A,I
Appreciation of a wide range of musical styles and cultures	A,I
Commitment to Warwickshire Music and music education values and ethos	A,I
Commitment to ongoing personal development	A,I,D
Full Driving Licence and ability to travel effectively across the county	A,D
Ability to work both independently and co-operatively and supportively in a team.	A,I

Desirable Criteria

Assessed By:

Music degree	D
Experience of dealing with volunteers (parents or pupils)	A,I
Experience teaching ukulele	A,I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults

<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	