

Job Description

For Non-Streamlined Safeguarded 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:	Music Therapist	JEID	L0067
Salary Grade:	Scale J		
Team:	Music Therapy		
Service Area:	Warwickshire Music		
Primary Location:	Saltisford Office Park		
Political Restriction	This position is not politically restricted.		
Responsible to:	Operational Manager		
Responsible for:	N/A		

Role Purpose

To work as a member of the thriving music therapy team working across Warwickshire in Schools and Communities. Developing and maximising the impact of music therapy across all CMS activities.

Role Responsibilities

- To take referrals of patients/clients for music therapy.
- To assess the patients/clients' needs and initiate a music therapy programme where appropriate.
- To prepare and carry out individual and group music therapy sessions.
- To ensure welfare of the patients/clients whilst in the therapist's care and at all times maintain good standards of care and personal professionalism to assist in the promotion of an effective therapeutic environment.
- To form good working relationships with colleagues in a multi-disciplinary team and ensure good liaison at all times, particularly with parents where possible.
- To ensure accurate observations and records are kept of all clinical work and that reports are shared with parents and all professionals concerned where appropriate.
- To prepare and carry out programmes in full co-operation with other disciplines.
- To issue as appropriate, and attend where possible, Annual Reviews.
- To contribute to staff INSET and external training sessions undertaken by the Music Therapy department.
- To attend all staff meetings and INSET as required.
- To participate in agreed staff appraisal and undertake CPD.
- To keep up to date with current developments in Music Therapy and Special Education.
- To recommend/offer guidance on appropriate resources

- To comply with all current Health and Safety at Work legislation and Guidance
- To undertake any duties appropriate to the post as required by the Director of CMS.

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:

Qualified music therapist, registered with the HPC and an APMT member	A, I, D
Ability to attend monthly supervision sessions with a registered APMT supervisor	A, I
To hold a Full driving licence and have the ability to travel affectively throughout Warwickshire.	A, D
An understanding of the main issues and principles affecting Music Therapy in schools and communities including access, equality and inclusion, child protection and Health and Safety Legislation.	A, I
Effective and efficient organisational skills	A, I
Good interpersonal and excellent communication skills	A, I
Vision and determination	A, I
Energy and enthusiasm	A, I
Ability to promote Music Therapy locally and nationally.	A, I
The ability to work co-operatively and supportively in a team	A, I
Commitment to CMS music education, values and ethos and equal opportunities	A, I

Desirable Criteria

Assessed By:

Successful experience of working as a Music Therapist	A
Successful experience of working in a multi-faceted team	A, I, P
Experience of dealing with parents and pupils	A, I
Experience of delivering training sessions	A, I, P
Experience of issuing and attending Annual Reviews	A, I

We are committed to Safeguarding and promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with Children or Vulnerable Adults a Disclosure and Barring (DBS) check will be required as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy.

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 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 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):	