

## JOB DESCRIPTION

**Post Title:** Teaching and Learning Leader

**Starting Salary:** £27472 per annum

**Reporting To:** Director of Learning/Deputy Director of Learning

**Responsible For:** Delivery of instrumental/vocal music education

### **Main Purpose of Job:**

- To visit schools and provide a breadth of tuition to individuals, groups and classes, including undertaking planning and preparation, providing written assessments, reporting on the progress of pupils and preparing them for performance and examination as required
- To take a lead in a specific area of Severn Arts provision – either coordinating a Music Centre and/or leading a faculty
- To represent Severn Arts and the Music Education Hub positively in line with the National Plan for Music Education.
- To undertake some supervisory responsibility over a small group of instrumental music teachers

### **Responsibilities, Duties and Tasks:**

- To positively motivate young musicians and to provide a breadth of tuition to them to achieve the highest standards of technical competence and musical awareness according to their ability, with energy, enthusiasm and a sense of fun.
- To work effectively with pupils of various abilities, in different school situations and in group and individual lessons.
- To encourage and persuade pupils to take part in Music Centre activities as soon as they are able and to participate in other school and Severn Arts ensemble activities as and when appropriate.
- To assist the Director of Learning and Deputy Director of Learning in their line management of all the instrumental music teachers
- To develop an understanding of Worcestershire's Music Education Hub, of which they are a part

- To signpost pupils, as appropriate, to other resources available within Worcestershire's Music Education Hub
- To maintain records, write meaningful reports and monitor resources, performing such tasks efficiently and within a reasonably designated time frame.
- To support and engage positively with delivering new tutoring projects developed by the Service.
- To identify opportunities for the recruitment of new students and to organise and take part in related activities (e.g. demos, concerts, parents' evenings) in order to support the development of music education opportunities for all.
- To oversee the operation, development and activities associated with a Music Centre, including; planning rehearsal schedules, concerts, directing ensembles, communicating with parents and pupils, booking venues and ensuring the viability of the music centre both in financial and educational terms.
- To oversee and develop a specific faculty in respect of: quality of tuition, schemes of work, instrument specific workshops and courses, promotion of instrument and advise on specific aspects of the instrument group.

## General Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Severn Arts Health and Safety Policy.

## Contacts:

In all contacts the postholder will be required to present a good image of Severn Arts as well as maintaining constructive relationships.

Internal: Schools, teacher colleagues, Severn Arts staff.

External: Pupils, parents, partners in Worcestershire's Music Education Hub

## Notes:

- This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service.
- Severn Arts reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equality Act.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with Severn Arts Equal Opportunities Policy.

Prepared by **Debbie Fawcett**

**June 2019**