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| **Job Description and Person Specification** |  |
| **This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.**  **Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.** | |

**SECTION A: Role Profile**

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| **Post Title** | Music Tutor – Solihull Music  1:1 Tuition and Small Groups | **Post No** | W6747 |
| **Directorate** | Children Services and Skills | | |
| **Division** | Learning and Skills Division | | |
| **Band and Salary** | Band D  £31,586 to £36,124 per annum, pro rata. Term time only.  Incremental progression is subject to performance. | | |
| **Responsible to** | Assistant Team Manager | | |
| **Contract Type** | Fixed Term Contracts till July 2026, term time only. | | |
| **Location** | The Core (base). Regular travel across the borough to meet the needs of the service. | | |
| **DBS Check** | Enhanced check for regulated activity for working with Children | | |
| **Fluency Duty** | This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers. | | |

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| **Car User Status** | This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.  Applicants must be able to drive, have a driving licence and be a car owner/have access to a suitable vehicle, however for disabled applicants, reasonable adjustments will be made where required. |
| **Special Conditions** |  |

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| **Role Purpose** |
| To deliver a range of small group and individual tuition in primary and secondary settings in response to demand as directed. To assist in the delivery of Whole Class Ensemble Teaching (WCET) and to assist or deliver Solihull Music ensembles as directed by the Senior Leadership Team.  To provide inspirational, wide-ranging music experiences supporting pathways for all children and young people in Solihull to reach their full musical potential. |

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| **Role Responsibilities** |
| * Teach individual and small group lessons in chosen instruments/ specialisms to pupils as required in accordance with the agreed guidelines. * Assist in the delivery of Whole Class Ensemble Teaching and to assist or deliver Solihull Music ensembles as directed by the Senior Leadership Team. * Provide temporary leadership of delivery of WCET and Solihull Music ensembles during staff absence. * Ensure all taught pupils have the opportunity, and are encouraged, to attend Solihull Music ensembles. * Monitor and assess pupils’ progress as required by school and Solihull Music policies. * Promote equity, equality and inclusion throughout Solihull by ensuring barriers to participation and engagement have been considered when working with children and young people. * Provide high quality progressive pathways to increase engagement and participation for all children and young people. * Promote and safeguard the welfare of children, young people, vulnerable adults and staff with correct concern for pupils’ health and safety and safeguarding. * Attend meetings and CPD training days as directed by the senior leadership team. * Manage timetable and maintain accurate and detailed records of pupils’ attendance and progress. * Create and maintain a good professional working relationship with staff, pupils and parents in schools and communities in line with Solihull Music ethos and aims. * Complete appropriate documents as required by schools and Solihull Music for efficient and effective teaching e.g. annual pupil reports, progress returns, data collection etc. * Keep up to date with new materials and teaching methods relating to their chosen instrument and national changes in policies. * Participate in required quality monitoring performance management procedures. * Ensure good communication and effective working with the senior leadership team and direct line manager. * Adhere to all SMBC and Solihull Music policies and guidelines. * Any other appropriate duties as and when required. |

**Section B: Person Specification**

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education & Qualifications** | * A Level Music (or equivalent)   OR   * Music Grade 8 (or equivalent)   OR   * Ability to demonstrate equivalent knowledge, skills & ability gained through extended experience and / or training. |  | Application Form  Certificates  Assessment |
| Evidence of continual professional development |  | Application Form  Certificates |

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| **Experience & Knowledge** | Experience working with small groups as well as 1:1 tutoring |  | Application Form  Interview |
| Curriculum subject knowledge |  | Application Form  Interview |
| Demonstrate knowledge and appreciation of a wide range of musical styles and cultures |  | Application  Assessment |
| Knowledge and understanding of relevant educational issues, including access, equality and inclusion, safeguarding and health and safety legislation | Knowledge of safeguarding practices in Solihull MBC | Interview |

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| **Skills & Abilities** | Ability to deliver high quality instrumental lessons and to promote pupils musical understanding |  | Interview |
| Ability to prepare lessons and assess pupil progress |  | Interview |
| High expectations and an ability to motivate and inspire through your own musical ability |  | Interview |
| Ability to perform and inspire on at least one principal instrument to a high standard (able to demonstrate ability equivalent to Music Grade 8) |  | Interview  Assessment |
| A commitment to an inclusive/enabling response to meeting the needs of children from a range of different backgrounds |  | Interview |
| Ability to demonstrate effective communication skills, both written and verbal at all levels |  | Application Form  Interview |
| Ability to work independently as well as working constructively with relevant team members, schools, parents and other stakeholders. |  | Interview |
| Consistent and proven skills all administrative matters, to include up to date skills and knowledge of relevant ICT |  | Interview |

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| **Core Behaviours** | **Excellence -** With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
| **Simplicity -** You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working. | Interview |
| **Trust and Respect -** You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect. | Interview |
| **Working Together -** You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve. | Interview |
| **Responsibility -** You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions. | Interview |

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| **Other Requirements** |  |  |

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| **Compiled/Reviewed by** | Richard Jones |
| **Date** | July 2025 |

**Section C: Additional Information**

**Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

**Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council’s Corporate Health and Safety Policy and any local safety procedures.

**Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

**Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

**Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.