

JOB SPECIFICATION



NORCA & Sistema in Norwich exists to increase access, participation and opportunity in the arts. We are dedicated to improving lives and communities through arts and culture, seeking to create a world where arts and culture are part of everyone's lives, and the people and communities we work with can live creative, healthy lives, and fulfil their potential, regardless of background.

Since our formation, in August 2001, we have developed innovative projects and initiatives across a range of artforms, with a particular focus on achieving social impact through arts interventions. NORCA & Sistema in Norwich is a registered charity (No. 1089916). More information about the organisation and its wider activities can be found on our website (www.norcasistema.org.uk).

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| Job Title: | Curriculum Music Tutor |
| Grade: | £23,500 to £26,000 per annum pro rata (£4,700 to £5,200 actual as per hours) |
| Location: | Admin base: Martineau Memorial Hall, 21 Colegate Norwich NR3 1BN Delivery: Bewick Bridge Primary School, Fulbourn Old Drift, Cherry Hinton, Cambridge. CB1 9ND |
| Hours: | 1 day per week |
| Status | PAYE, part-time, permanent (annually renewed contract) |
| Responsible To: | Curriculum Manager / Executive Director |

Job Purpose

Responsible for delivering classroom music tuition in a school setting, both through whole class instrumental delivery and more 'music teacher' approaches.

Level of Supervision

The post holder will report to and be line managed by the Executive Director, with support from the Curriculum Manager. They will be expected to be able to work without supervision on allocated tasks.

ACTIVITIES OF POST

| Work Area | Key Performance Indicators |
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| 1. Lead music sessions in a classroom setting, either with or without an instrumental focus. | <ul style="list-style-type: none"> • Progressive learning devised appropriate to the age group and in keeping with the organisational ethos (both to cover general music skills and any particular instrument). • Follow schemes or programmes of work proposed by the Curriculum Manager. • Effective behaviour management from the front of the class, whilst working effectively with any school staff present. • Develop, create and adapt repertoire suitable to the teaching. • Set up/put away at the beginning/end of sessions. • Organise and attend concerts and events as required. • Monitor and assess participant progress. • Support and input to programme monitoring and evaluation • Instruments and equipment needed are available at all times, including collecting instruments and transporting in vans provided, as appropriate. • Effective monitoring of the state of instruments and equipment • Timely reporting of any instrument or equipment damage/faults to line manager. |
| 2. Effective liaison with schools to ensure smooth running of projects. | <ul style="list-style-type: none"> • Good relationships developed with teachers, to maximise learning for children • Good relationships developed with teachers to support professional development of classroom staff • Accurate feedback to the school regarding child's learning and welfare |
| 3. Carry out administrative tasks associated with the job role which may be required from time to time. | <ul style="list-style-type: none"> • Efficient administrative tasks carried out, e.g. registers at sessions, handing out of letters, etc. • Monitor, assess and collate outcomes and report to management. • Represent the organisation at events, meetings and conferences. • Positive promotion of the organisation, as required, e.g. wearing t-shirts or other apparel issued • Effective participation in team meetings. |
| 4. Be aware of all Health & Safety issues including Child Safeguarding. | <ul style="list-style-type: none"> • Health & Safety adhered to at all times. • Prompt response to any Health & Safety issue ensuring this is reported/recorded. • Good level and understanding of equal opportunities and safeguarding. |

PERSON SPECIFICATION

The specific criteria for the post are detailed in the person specification in Appendix 1.

Terms and Conditions of Appointment

Full details of terms and conditions of employment will be made available to candidates to whom the appointment is offered.

Work Hours

Work hours will be to meet the needs of the school, but will be within school hours on a Monday, with the possibility of after school activity on that day.

Pension

NORCA & Sistema in Norwich has a workplace pension scheme in place with The People's Pension. Employees who meet criteria set by the Pensions Regulator are enrolled onto the pension scheme. The employer contribution level is currently 3%.

Annual Leave

As this is a school-related position, holiday can only be taken during school holiday periods, but aside from planning and preparation, any team days organised, and attendance at training or development, tutors have this time as holiday.

Pre-Employment Health Check

Applicants offered the job will be required to fill out a health questionnaire.

Probation

NORCA & Sistema in Norwich has a 3-month probationary period as standard during with the post holder is not entitled to sick pay.

DBS Check

Due to the post's contact with children, the appointment will be subject to a DBS check at enhanced level.

Informal Discussions

Informal enquiries about the post can be made to Marcus Patteson (Executive Director) 01603 542987.

Application and Recruitment Process

Applications should be emailed to cathie@norcasistema.org.uk no later than **5pm on Friday 2nd July 2021**.

Applications must include a copy of an up-to-date CV and a covering letter setting out how you meet the job specifications and why you think you would be suitable for the post. Please provide three referees (we will only contact these in the event that you are offered the job).

Our recruitment process usually has two stages, with candidates we wish to consider for the post once we have interviewed, invited to work as part of one of our teaching teams at an appropriate time and location.

Late applications

Please note that applications received after the closing date will not normally be accepted.

APPENDIX 1. PERSON SPECIFICATION

| | Essential | | Desirable |
|----------------------------|---|----|--|
| Qualifications | | | |
| 1. | Educated to degree level in music or equivalent level of experience | | Teaching qualification |
| Skills | | | |
| 1. | Practicing musician with proficiency in one or more instruments | 1. | Use of music technology on iPads or similar |
| 2. | Good IT skills, including proficient use of Microsoft office applications | 2. | Confident singer |
| 3. | Good written and oral communication | 3. | Able to prioritise workload, and meet deadlines and targets |
| 4. | Effective decision-maker | 4. | Developing programmes of learning |
| 5. | Manual handling | 5. | A full, clean driving licence |
| Experience | | | |
| 1. | Proven experience in one or more instruments | 1. | Experience of Whole Class Ensemble Teaching (WCET), band skills or similar |
| 2. | Proven experience in teaching children | 2. | Lesson planning and schemes of learning |
| 3. | Working with children and young people | 3. | Working in areas of social need |
| Knowledge | | | |
| 1. | Good understanding of Health & Safety, risk assessment and Safeguarding | | |
| Personal Attributes | | | |
| 1. | Able to work on own initiative, proactive and self-motivated | 1. | Fluent in written and spoken English |
| 2. | Good interpersonal skills and relationship building | 2. | Friendly and approachable |
| 3. | Efficient and organised | 3. | Interest in the arts and particularly music |
| 4. | Flexible and adaptable to the needs of the organisation. | 4. | Enthusiastic and committed, with a 'can do' attitude |
| 5. | Able to work as part of team | 5. | Self-reflective and able to drive their own improvement |
| 6. | Resilient and reliable | | |
| 7. | Professional in all aspects of the job | | |

Notes

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| 1. | This post will be subject to a DBS Check as it will involve working with children and young people. |
| 2. | As a school-based post, post-holders are expected to be available throughout the school term and only take holiday during school holiday periods. |
| 3. | NORCA & Sistema in Norwich is a living wage employer. |