**SEFTON METROPOLITAN BOROUGH COUNCIL**

**Education Excellence**

Job description Music Tutor

**Grade:**  **Grade K**

**Location: Atkinson**

**Job Evaluation Number n/a**

**Responsible To Music Service Manager**

**Responsible For:** **N/A**

**JOB PURPOSE**

To deliver high quality musical experiences and tuition to children and young people in schools and within Sefton. This may include the delivery of whole class, small group and individual lessons. In addition, tutors may be required to lead or assist with performances, demonstrations and projects.

**MAIN DUTIES**

1. To teach high quality music, instrumental and/or vocal lessons to pupils within the Borough. These should be progressive lessons which are musical, inspiring, engaging and challenging to meet the needs of individual pupils.

2. To deliver whole class ensemble tuition programmes that introduce and develop instrumental skills alongside the National Curriculum entitlement

3. To teach and inspire young musicians in mixed small group, shared, and individual lessons across the ability range as required

4. To conduct, direct or assist in the running of ensembles each week as part of Music Centre activities to further enhance children’s learning in their lessons and beyond.

5. To ensure musical learning is taught through a holistic approach, including playing, singing, listening and appraising, and composing

6. To promote music as a subject within schools and the wider community.

7. To assist in the further development and implementation of a fully resourced scheme of work for the delivery of whole class ensemble tuition and follow-on programmes

8. To assist in preparing, using and maintaining relevant teaching resources, schemes of work and interactive programmes

9. To keep full and accurate records to monitor and assess pupil progress in lessons and to assist schools in reporting this to parents.

10. To keep full and accurate records of pupils’ details and attendance for music centre activities, concerts and events as required

11. To be able to demonstrate to a high standard on their principal instrument and to have at least good working knowledge of all other instrument within that family

12. To ensure pupils are given performance opportunities and support schools in music events/concerts as appropriate

13. To undertake the development, delivery and completion of a range of projects as consummate with their skills, knowledge, and experience, and the needs of the service.

14. To establish and maintain supportive relationships through liaison with key staff within schools and the service

15. To establish and maintain a safe learning environment through appropriate and professional relationships with pupils and schools

16. To actively participate in a programme of continued professional development of teaching and learning.

Resources

1. To manage and be responsible for the care and maintenance of the instrumental stock and resources issued to them or the schools they are deployed to.

2. To be responsible for the provision of specialist advice and guidance on the purchase of instruments by schools and students.

3. To give specialist advice and opinion on the range of instrument specific printed materials available for a variety of settings and ability levels, keeping abreast of current publications and developments.

4. To develop a range of additional materials and learning resources to help further support and develop the existing programmes of study, disseminating these to colleagues and schools as appropriate.

**GENERAL**

### The post holder must ensure that confidentiality of all information is maintained and that working practices comply with the provision of the Data Protection Act 1998 and General Data Protection Regulations (May 2018).

* The post is customer-facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.
* All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.
* The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.
* Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.
* This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore not entitled to withhold information about convictions which for any other purposes are ‘spent’ under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

Date 23rd September 2025

Name John Dempsey

Designation Interim Manager – Sefton Music Service

Person Specification

Music Tutor

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| **Qualifications** | | | | **E** **=** **Essential**  **D = Desirable** | | | | **Identified** **By** | |
| Music Degree, similar qualification, or substantial and sustained experience within a professional music environment. | | | |  | | E | | AF | |
| Performance Qualification  A teaching qualification | | | E  D | | | | AF  AF | |
| **Knowledge** | | | | **E** **=** **Essential** **D** **=** **Desirable** | | | | **Identified** **By** | |
| Excellent knowledge of the music curriculum  Knowledge of a wide range of suitable teaching material and activities for children at specific stages of development  Knowledge of a wide range of suitable repertoire for children at specific stages of development and experience  Sound knowledge of the complexities of instruments with large groups of beginners | | E  E  E  E | | | | AF/I  AF/I/Demonstrat ion  AF/I  AF/I | |
| **Skills** **and** **Abilities** | | **E** **=** **Essential**  **D = Desirable** | | | | **Identified** **By** | |
| The ability to perform on your principal instrument to a high standard  The ability to perform on other instruments within the family to a good standard  The ability to plan and structure a series of lessons for both musical learning and the acquisition of specific instrumental skills  Music ICT skills in the preparation of teaching and ensemble resources and repertoire  The ability to inspire and motivate in a musical way to children that supports, develops and progresses their learning | |  | | E  E  E  D  E | | AF/I/Demonstrat ion  AF/I/Demonstrat ion  AF/I/Demonstrat ion  AF/I  AF/I/Demonstrat ion | |
| **Experience** | | **E** **=** **Essential**  **D = Desirable** | | | | **Identified** **By** | |
| Experience of working in a Music Service  Experience group teaching, particularly in KS2  Experience of conducting and directing ensembles  Experience of organising concerts, festivals and events | |  | | D  E  E  D | | AF  AF/I  AF/I AF/I | |
| **Additional Criteria** | | **E** **=** **Essential**  **D = Desirable** | | | | **Identified** **By** | |
| An ability to fulfil all spoken aspects of the role with confidence through the medium of English  Willingness to work outside normal working hours when necessary  Willingness to travel to various locations across Sefton borough. | |  | | E  E  E | | I  AF/I  AF/Licence | |