

**JOB DESCRIPTION**

Every child should have access to a high-quality music education and be afforded the opportunity to make progress beyond first access. MMF's In2Music programme seeks to ensure that this is the case for every primary aged child in the London Borough of Merton. Over the last 2 years, the In2Music programme has experienced rapid growth and now the organisation seeks to further develop the programme from a traditional Whole Class Ensemble Tuition (WCET, aka 'Wider Opportunities') scheme, into a full wrap-around First Access programme, guiding children from their very first experiences of making music through to developing the skills and understanding needed to progress on to the organisation's senior ensembles. During the academic year 18-19, approximately 1800 children from 26 Merton schools participated in an In2Music project; during the academic year 19-20 the organisation hopes to reach closer to 2500 children with this programme.

<b>JOB TITLE:</b>	Lead Tutor: In2Music, Part-Time (Classroom Practitioner) Part Time (0.6, Term-Time)
<b>RESPONSIBLE TO:</b>	Senior Curriculum Leader
<b>RESPONSIBLE FOR:</b>	Supporting the development and implementation of First Access programmes
<b>LOCATION:</b>	Various Merton Schools and MMF Office, Harris Academy Morden, SM4 6DX

**JOB PURPOSE:**

To support the development and delivery of the organisation's 'In2Music', First Access programme.

To plan and deliver high quality Whole Class Ensemble Tuition (WCET) and General Musicianship (GM) lessons as directed by the Senior Curriculum Leader in a range of Merton Primary Schools with which MMF is engaged.

To support the Senior Curriculum Leader in the planning and development of new Schemes of Work as part of MMF's In2Music programme.

To support the Senior Curriculum Leader in monitoring teaching standards across the organisation via a process of observation and feedback as well as supporting the delivery of a rigorous programme of Continuous Professional Development (CPD) to MMF's team of whole-class tutors.

The Lead Tutor may also tutor and direct Merton Youth Music ensembles and activities and provide professional advice and guidance on a designated area of instrumental expertise.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **1. Key Focus**

#### Teaching and Learning

- Be responsible for the planning and delivery of high-quality WCET and GM music lessons, clubs and ensembles at KS1 and KS2 in a range of Merton Primary Schools
- To monitor pupils' progress and adapt planning and resources as necessary to ensure that every pupil is given the opportunity to make good musical progress
- To maintain appropriate records of pupils' attainment
- To liaise with the Senior Curriculum Leader and in-school teaching, administration and support staff to ensure the smooth running of In2Music teaching projects and the consistency of delivery.
- To support MMF Administration and Leadership teams in implementing the organisation's Continuation Strategy, in order to support as many young people as possible to continue learning an instrument after First Access.
- To provide teaching cover for absent colleagues as necessary and when possible.
- To undertake, as instructed by senior staff, any other responsibilities to ensure the quality and consistency of In2Music provision in Merton Primary Schools.

#### Planning and Development

- To be responsible for the ongoing planning and refinement of lessons, activities and schemes of work and resources in-line with the post-holder's area(s) of specialism, to support the delivery of In2Music lessons
- To support the Leadership Team in managing and developing existing relationships with schools and Hub partners and to actively seek out new relationships, where possible
- To support in the delivery and development of the organisation's 'Enthuse' schools-engagement programme.
- To support the organisation in sign-posting to parents, schools and other parties the full range of its activities, including peripatetic lessons and Music Centre ensembles and to relay relevant information and opportunities back to MMF leadership.

#### Monitoring and CPD/CPL

- To support in the delivery of the organisation's Lesson Observation and Feedback process, as directed by the Senior Curriculum Leader
- To support in the planning and delivery, where appropriate, of the organisation's Continuous Learning Programme.

### **2. General**

- To attend regular planning meetings as part of the MMF's Team meetings
- To co-operate with MMF in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post
- To carry out the duties and responsibilities of the post in compliance with the Foundations' equal opportunities policy
- To maintain confidentiality and observe data protection requirements where appropriate
- To undertake any other reasonable duties as may be required by the Chief Executive commensurate with the general duties and grading of the post

## **PERSON SPECIFICATION**

### **A) EDUCATION & QUALIFICATIONS**

<b>Required</b>	<b>Essential/Desirable</b>	<b>Confirmation</b>
Degree (or equivalent)	Essential	Application Form
PGCE or similar teaching/learning qualification/experience	Essential	Application Form
Qualified teacher status	Desirable	Application Form
Further in-service or professional qualifications relevant to the post	Desirable	Application Form

### **B) SKILLS & ABILITIES**

<b>Required</b>	<b>Essential/ Desirable</b>	<b>Confirmation</b>
Ability to communicate effectively, both orally and in writing	Essential	Application Form Interview
Excellent interpersonal skills with ability to enthuse and motivate young people	Essential	Application Form Interview
Ability to work as part of a team as well as on own initiative	Essential	Application Form Interview
Ability to deal with challenging questions and situations	Essential	Application Form Interview
Experience of working under pressure to achieve targets	Essential	Application Form Interview
Commitment to personal training and development	Essential	Application Form Interview
Ability to use a wide range of IT to support teaching and administration	Essential	Application Form Interview

### **C) KNOWLEDGE & UNDERSTANDING**

<b>Required</b>	<b>Essential/Desirable</b>	<b>Confirmation</b>
Knowledge of, and ability to employ, a range of strategies to support good and outstanding pupil progress	Essential	Application Form Interview
Understanding of the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);	Essential	Application Form Interview
Knowledge of statutory National Curriculum requirements in music for KS1 and KS2	Essential	Application Form Interview
Understanding of the progression of musical skills, knowledge and	Essential	Application Form Interview

understanding and how children develop these in KS1 and KS2.		
Outstanding instrumental skills	Essential	Application Form Interview
Good understanding of what constitutes quality in instrumental teaching and learning	Desirable	Application Form Interview
Knowledge and understanding of recent relevant music strategies	Desirable	Application Form Interview
Awareness of the broader trends in music education	Desirable	Application Form Interview

#### **D) PREVIOUS EXPERIENCE**

<b>Required</b>	<b>Essential/Desirable</b>	<b>Confirmation</b>
Recent experience of instrumental or classroom teaching	Essential	Application Form Interview
Experience of leading ensembles	Desirable	Application Form Interview
Experience of observing and evaluating the quality of teaching and learning with classroom and/or instrumental tutors, and providing feedback	Desirable	Application Form Interview
Ability to direct orchestras/ bands or support jazz/pop/rock groups	Desirable	Application Form Interview
Experience of delivering training to colleagues or external agencies	Desirable	Application Form Interview

#### **E) COMMITMENT TO EQUAL OPPORTUNITIES**

<b>Required</b>	<b>Essential/Desirable</b>	<b>Confirmation</b>
Understanding and awareness of Equal Opportunities issues relevant to the post	Essential	Application Form Interview
Ability to promote equality of opportunity and to recognise the potential for developing equal opportunities in school and Music Centre settings	Essential	Application Form Interview

**F) WORK RELATED ASPECTS**

<b>Required</b>	<b>Essential/Desirable</b>	<b>Confirmation</b>
Willingness to participate in training and professional development	Essential	Application Form Interview
Ability to work during school hours Monday - Friday	Essential	Application Form Interview
Willingness to work flexible hours to meet the requirements of the post	Essential	Application Form Interview
Ability to work weekends and evenings to support concerts and events when required	Desirable	Application Form Interview
Prepared to take part in residential tours and courses, which will involve occasional nights away from home	Desirable	Application Form Interview
Full driving license and willingness to provide own car for use at work	Desirable	Application Form Interview

**Email:** [in2music@mmf.org.uk](mailto:in2music@mmf.org.uk)

*to enquire further about the post or to request an application pack.*

**Completed application forms should be sent to:** [in2music@mmf.org.uk](mailto:in2music@mmf.org.uk) **by 9am on Monday 7<sup>th</sup> October.**

**Interviews:** Thursday 10<sup>th</sup> October

**Start Date:** 6<sup>th</sup> January 2020, or earlier by arrangement.