

## **CENTRE for YOUNG MUSICIANS MUSICIANSHIP TUTOR – PRIMARY YEARS PROGRAMME**

### **Job Description**

**Role:** Musicianship Tutor, Primary Years Programme  
**Responsible to:** Head of Primary Years  
**Contract and pay:** Self employed; £40.50 per hour.

### **ROLE OBJECTIVE**

To deliver inspiring and high-quality music lessons to CYM students, fostering their musical, artistic and holistic development in accordance with the School and departmental requirements.

### **Duties**

1. To be responsible for formal scheduled teaching, lesson/session planning (including content and teaching methods, materials and aids), tutorials and assessment (in relation to assigned students). Included within the hours allocated to this work is attendance at meetings and all administration.
2. To monitor the progress and achievement of assigned students throughout their period of study. The tutor will ensure that each student is appropriately challenged and supported, making provision for stretch or additional help where necessary to enable all students to reach their full potential.
3. To manage the preparation and participation of assigned students where appropriate in a range of activities including concert performances, ensemble and chamber music concerts, internal and external assessments, outreach performances, master classes and workshops, competitions and outside engagements.
4. To contribute to the programme and curriculum development where appropriate.
5. To raise the profile of CYM by promoting the centre in all outside activity and assisting in the recruitment of students with high potential and interest in sustained musical learning.
6. To participate as required in the administration arrangements of CYM, including the writing of annual progress reports for individual students.
7. To carry out other departmental duties from time to time as agreed with the Head of Department and other senior colleagues.

### **DISCLOSURE & BARRING SERVICES CHECKS & SAFEGUARDING**

- To provide the CYM Administrator with evidence of fitness to carry out the services outlined in the form of prior clearance by the Disclosure and Barring Services (DBS) and provide an up to date Disclosure and Barring (DBS) certificate to the City Corporation.
- To at all times be registered with the DBS Update Service and be reimbursed the annual charge on production of the Certificate.
- To abide by the Guildhall School/City of London Corporation's Safeguarding Policy and undertake training as required by the Guildhall School.

## HEALTH & SAFETY

- To take reasonable care for all health and safety matters in accordance with the City of London Corporation's Health and Safety procedures.

## EQUAL OPPORTUNITIES

- To conduct all activities taking account of the Guildhall School's/City of London's Equal Opportunities' policy, ensuring that all clients, contacts, students and employees are treated fairly and with dignity and respect. To promote the Guildhall Schools commitment to equality and diversity and to ensure that all students comply with the policy in all their activities.

### CYM PYP Tutor – Person Specification

	<u>Essential</u>	<u>Desirable</u>
<b>Professional skills, experience and qualifications</b> <ul style="list-style-type: none"> <li>Music degree, diploma or equivalent achievement within your field</li> <li>Significant experience of teaching within your specialist area(s) and as relevant to the role (e.g. musicianship classes to primary aged students).</li> <li>Strong proficiency in instrumental and/or vocal skills, with the ability to lead vocal work.</li> <li>Experience of teaching within a specialist musical environment</li> <li>Ability to create a safe and inclusive learning environment</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
<b>Business skills</b> <ul style="list-style-type: none"> <li>Punctual, organised and prepared</li> <li>Able to develop and sustain positive relationships with CYM colleagues, parents/carers and students</li> <li>Able to commit to delivering lessons on Saturdays</li> <li>Able to communicate effectively both orally and in writing</li> <li>Able to offer career guidance in music to young people</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
<b>Personal skills</b> <ul style="list-style-type: none"> <li>Enthusiasm for and commitment to music education/CYM</li> <li>Able to motivate and inspire young people across the ability range</li> <li>Able to manage own workload and meet deadlines</li> <li>Pragmatic, adaptable and solution-focused</li> <li>Self-motivated, self-starter with a calm and professional approach</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	