

CENTRE for YOUNG MUSICIANS
Jazz Ensemble Tutor

Job Description

Date: September 2025
Responsible to: Head of Centre/Head of Programmes, Centre for Young Musicians
Grade: Hourly Paid - £40.50 per hour

ROLE OBJECTIVE

To deliver inspiring and high-quality music lessons to CYM students, fostering their musical and artistic development in accordance with the School and departmental requirements. To lead multiple mixed-instrument jazz ensembles tailored to students of varying abilities and experience levels, with a strong focus on improvisation. To select music for ensembles and create written, adapted and real-time arrangements with students in response to need. To enhance students' practical and theoretical understanding of diverse jazz styles, conventions and techniques.

Duties

1. To be responsible for formal scheduled teaching, lesson 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. Classes may include individual tutorials and/or group lessons.
3. To manage the preparation and participation of assigned students where appropriate in a range of activities including performances, masterclasses, projects and work with external partners.
4. To contribute to the programme and curriculum development as appropriate. This includes coordinating and implementing a progressive course of study at CYM.
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 as required.
7. To carry out other departmental duties from time to time as agreed with the Head of CYM 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 Jazz Ensemble Tutor – Person Specification

	<u>Essential</u>	<u>Desirable</u>
Professional skills, experience and qualifications <ul style="list-style-type: none"> • Significant experience of teaching within your specialist area(s) and as relevant to the role (i.e. jazz and ensemble leading) • Advanced instrumental and improvisational skills, with a portfolio of professional work. • Experience arranging music for ensembles, including written, adapted, and/or real-time arrangements with students. • Music degree, diploma or equivalent achievement within your field • Experience of teaching within a specialist musical environment • Ability to create a safe and inclusive learning environment 	✓ ✓ ✓ ✓ ✓	 ✓
Business skills <ul style="list-style-type: none"> • Punctual, organised and prepared • Able to develop and sustain positive relationships with CYM colleagues, parents/carers and students • Able to commit to delivering lessons on Saturdays • Able to communicate effectively both orally and in writing • Able to offer career guidance in music to young people 	✓ ✓ ✓ ✓	 ✓
Personal skills <ul style="list-style-type: none"> • Enthusiasm for and commitment to music education/CYM • Able to motivate and inspire young people across the ability range • Able to manage own workload and meet deadlines • Pragmatic, adaptable and solution-focused • Self-motivated, self-starter with a calm and professional approach 	✓ ✓ ✓ ✓ ✓	