

Job Description and Person Specification

1. JOB TITLE: Classroom Music Specialist (CMS)/Vocal Teacher
2. SALARY RANGE AND BENEFITS: Salary depends on experience/qualifications (part time salary is pro-rata, depending on hours worked). %FTE to be discussed/agreed prior to offer of appointment. All appointments are on a permanent, employed basis on a term time only working pattern.
Salary is paid in 12 equal instalments over the year. Benefits include: pension, life assurance, retail discounts, health cash plans, 24/7 free and confidential Employee Assistance Programme, ongoing Continuing Professional Development opportunities and more.
3. REPORTS TO: Head of Department – Vocal
4. DIRECT REPORTS: None

Summary

CMS/Vocal teachers are responsible for the effective teaching of Vocal/Choral/Curriculum/EYFS Music across an agreed range of settings.

Key responsibilities:

- To undertake a teaching role of class, choirs, small group and individual pupils in schools/academies and other settings, as set out in your agreed timetable, and to the relevant standard required (underpinned by reference to the **SFE Standards Document**, as updated from time to time).
- To deliver progressive, planned and resourced music lessons that include inspiring music making in relation to National Music Plan, Singing Strategy and National Music Curriculum guidelines.
- To develop strong professional relationships in schools to support the musical school model in primary education.
- To teach progressive vocal awareness, safety and technique alongside layered musicianship and performance skills.
- To motivate, encourage and support learners so that they can achieve their full potential.
- To maintain accurate and detailed records of lessons, planning and outcomes.
- To participate in and manage performances in ensembles/Youth Proms Massed Choir Events as directed by your Head of Department.
- To participate in the schools' support CPD programme as directed by your Head of Department.
- To regularly attend and participate in staff and departmental meetings as required.
- To support the work of pupils through attending school and Music Service events.
- To assist with programmes for mentoring and training of other staff as agreed with your Head of Department.
- To take responsibility for and regularly participate in Continuing Professional Development activities.
- To regularly attend and contribute to Music Service training days and similar events.
- To assist in the pupil audition process when required.

Expected outcomes and impact

- Proactively contribute to the success of SFE as a member the Music Service to ensure commercial, highly professional and customer focused delivery supports the business in the achievement of its purpose and mission.

Other considerations:

- Due to the nature of the post, the holder would be expected to have a flexible approach to work and working hours in order to meet the needs of the business. Any extra-curricular activities (e.g. occasional evenings) will be with prior agreement.
- This post requires an enhanced DBS clearance to be renewed every three years as SFE works closely with children and schools. Other appropriate checks and safeguards may also be required. Individuals have responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or come into contact with. Any criminal convictions, or investigations instigated, while employed with SFE must be declared immediately.
- A full driving licence is essential together with access to legal use of a car and insurance appropriate to use the car for business purposes as well as travel to and from work.

Person Specification – Instrumental/Vocal Teacher

Factors	Essential	Desirable	Assessment Method
Qualifications	Vocal proficiency in teaching & Performance Education/Music Degree Music diploma or similar/ equivalent qualification Teaching Qualification e.g. QTS or QTLS, PGCE, Teaching Diploma	Vocal/Instrumental Performance Qualification Piano skills Guitar skills IT proficient in resourcing and recording	Application form Copies of relevant certifications provided before/at interview
Training	Evidence of Continuing Professional Development. Safe guarding Schemes of Work Classroom Resources	Working knowledge of Charanga Working Knowledge of Sing Up Working knowledge of A Common Approach.	Application form Interview
Experience	Experience of music making, both individually and in groups. Experience of vocal/curriculum teaching with individuals, small groups and whole classes. Experience in leading choirs in progressive regular sessions, working towards performances and events.	A knowledge of a wide range of song resources	Application form Interview
Knowledge and Skills	A high level of technical proficiency on main instrument The ability to motivate and enthuse pupils and colleagues. Able to encourage pupils' participation and independence. Ability to manage diverse group situations and include pupils with a wide range of learning styles. Demonstrable commitment to Continuing Professional Development Good IT skills Working knowledge of the Model Music curriculum and apply that to progressive	Knowledge of a broad range of music styles and genres Creative approach to teaching and learning Knowledge of: - "A Common Approach" - Awareness of "The Importance of Music; A National Plan for Music Education" - Awareness of the Teachers Standards Document To have a working knowledge of establish schemes; Charanga, Kapow, Sing Up, Out of The Ark etc	Application form Interview

	<p>planning in classroom music making sessions in primary schools</p> <p>Experience of progressive planning with bespoke content within curriculum guidelines and resources for schools at different stages of their music making journey</p> <p>Experience in positive group management of classroom music making</p> <p>Be vocally confident in demonstrating layered learning in classroom and in choirs</p> <p>Be vocally confident in demonstrating vocal health and appropriate attainment of the developing voice</p> <p>Be vocally confident in demonstrating performance skills</p> <p>Be vocally confident to plan a series of lessons, including musicianship in preparation of a performance event</p> <p>Be vocally confident to lead large scale, singing assemblies with progressive vocal and musicianship content</p> <p>Be confident to navigate the diversity of approach to singing within the city in repertoire and expectations of schools</p>		
<p>Personal Qualities</p>	<p>Well developed interpersonal skills including influencing skills</p> <p>Innovative and self-motivated</p> <p>Ability to work flexibly and manage own workload</p> <p>Strong organisational skills. Ability to work under pressure and meet deadlines</p> <p>Ability to work effectively independently and as part of a team</p> <p>Proactive and solution focused</p> <p>High level of integrity, honesty and professionalism</p> <p>Comfortable and able to work with a wide range of schools, school, staff, Music Coordinators</p>		<p>Application form Interview</p>

	<p>Deal sensitively with people and resolve conflicts</p> <p>Seek advice and support when necessary</p>		
Other	<p>An awareness, understanding and strong personal commitment to equal opportunities</p> <p>A willingness to share and embrace the organisation's principles and values.</p> <p>Form positive and effective relationships with music coordinators and classroom teachers at their various schools, including advice on curriculum development, content, performances, breadth of curriculum, music making attainment and connection to instrumental and WCIT, teaching as part of the SFE provision at the school.</p> <p>Have experience in positive group management of classroom music making.</p>		<p>Application form Interview</p>