

Lead Tutor for Music Academy (Sutton Music Service)

Part-time/Term time only- 12 hours/week

Permanent

Salary- £9,260.80 pro rata (02.73 FTE of £33922.38)

Location: Cognus Denmark Road, Carshalton

Cognus is seeking to appoint an enthusiastic and innovative Lead Tutor for Music Academy. This role will report to the Head of Music Service and collaborate with core team members to develop all areas, creating an inclusive service that helps every young person in the London Borough of Sutton make, be inspired by, and celebrate the music they love.

We are looking for an individual with a “can-do” attitude to meeting the many challenges of developing music-making opportunities for children and young people. As part of the role, you will use your excellent IT skills and high-level organisational skills to manage the day-to-day operation of the Music Academy and communicate with all stakeholders.

The successful candidate would need instrumental or class music teaching experience with an excellent understanding of effective music education pedagogy. The successful candidate will also need to be available on Wednesday Evenings and Saturday Mornings.

You will give us great commitment, and in return, we offer an excellent package including:

- i) regular support and supervision;
- ii) flexible working;
- iii) workplace pension scheme;
- iv) £9,260.80 pro rata per annum;
- v) Perkbox and Sovereign Healthcare Cashback plans

If you are interested and would like to be considered for this role, please apply to recruitment@cognus.org.uk with a CV and covering note (of no more than two sides, minimum font size 11) outlining your suitability. The deadline for receipt is midnight on **9th May 2021**. Candidates are requested to be available via an online interview.

All offers of employment are subject to successful completion of recruitment formalities which includes an enhanced DBS check. These checks must have been completed prior to the commencement of employment. We expect our staff to have due regard for safeguarding and promoting children and young people's welfare and following the child protection procedures adopted by the Company and the Local Safeguarding Children's Board.





We have several other roles we are recruiting to at different levels within Cognus. Please get in touch for an informal conversation about these and other opportunities if you or anyone else you know may be interested in working with us.



JOB DESCRIPTION

POSITION:	Lead Tutor for Music Academy
DIVISION:	Cognus Limited
BUSINESS UNIT:	Sutton Music Service
REPORTS TO:	Head of Music Service
RESPONSIBLE FOR:	Sutton Music Service Music Academy
GRADE/PAY	Part time/Term time only- 12 hours/week £9,260.80 pro rata per annum (02.73 FTE of £33922.38)

1. JOB SUMMARY:

- a) Collaborate with the Music Service core team members to develop all areas, creating an inclusive service that helps every young person in the London Borough of Sutton make, be inspired by, and celebrate the music they love.
- b) To deliver the Music Education Hub Core and Extension roles, as outlined in the National Plan for Music Education. Ensure that children and young people in the London Borough of Sutton can benefit from high-quality music education experiences and opportunities.
- c) To manage all aspects of the Music Academy, including quality assurance.
- d) To manage the entries of termly graded music exams.
- e) To deliver high-quality tuition at Music Academy.
- f) Attend and support the planning of all Sutton Music Service concerts.
- g) Attend and, where applicable, lead Music Service and Cognus Limited CPD sessions.
- h) Attend at least one Sutton Music Education Hub Advisory Board meeting per academic year.
- i) Develop musical experiences for Music Academy students by attending the annual music residential.
- j) Represent Sutton Music Service at external events – at least one per academic year.
- k) Collect and monitor key data and contribute to the annual Arts Council England Data return.

2. PRINCIPAL ACCOUNTABILITIES:

- a) To be responsible for the day-to-day operation of Music Academy, be the designated First Aider on site, and be responsible for escalating safeguarding issues.
- b) Work with the Music Service Business Manager and Business Support – Music to process lesson applications and create timetables.
- c) Monitor student and staff attendance. Make sure that SpeedAdmin registers are completed.
- d) Work with the Music Service Business Manager to manage tutor absence.
- e) Manage the Academy Steward/s.



- f) Be a point of contact for parents and monitor the Music Service shared inbox for Music Academy related emails.
- g) Work with the Music Service Business Manager and Business Support – Music to ensure all Music Academy students have the opportunity to hire high-quality musical instruments from Sutton Music Service.
- h) Liaise with the Cheam Park Farm Primary Academy Premises Manager.
- i) Ensure high-quality music tuition by implementing the teaching & learning policy, observing tutors, and giving appropriate feedback.
- j) Increase the take-up of Music Academy lessons and identify ways to promote tuition with particular emphasis on endangered instruments.
- k) Be responsible for graded music exams and collecting and recording exam data in SpeedAdmin.
- l) Contribute to and lead, where appropriate, the planning and delivery of events and concerts and including residential trips.
- m) Be an example of best practice for lessons; plan musical experiences which demonstrate progression and high expectations, selecting appropriate learning materials/resources to build on existing skills and promote musical development.
- n) Ensure risk assessments and standard operating procedures are followed in line with government guidance.
- o) Identify best practice for instrumental and vocal learning as part of a working group.
- p) To participate in arrangements for regular training and professional development, including lesson observations and CPD, as required.
- q) Understand, adhere to, and promote the Company policies in all areas, including Safeguarding of Children, Data Protection, ICT, Health & Safety and Equality and Diversity.
- r) To attend Music Service team meetings, leading agenda items as required.
- s) Accurately collecting, monitoring, and reporting on all key data related to Music Academy.

3. **GENERAL:**

a) **PROCESSING OF DATA:**

- a) You (“the employee”) consent to the holding and processing of personal data provided by you to the Company (“the Company”) for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Barring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.
- b) You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.



CONFIDENTIALITY AGREEMENT:

- a) During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.
- b) Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company's legitimate business interest.
- c) Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.
- d) You are aware of the Company's policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company's disciplinary procedure and action taken can include dismissal without notice.

b) **SAFER RECRUITMENT:**

An offer of employment is subject to safer recruitment practices which include an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering 5 years and fitness to work with children (occupational health assessment). These checks must have been completed prior to commencement of employment.

This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.



4. COMPETENCIES:

The main duties and responsibilities of the post holder are indicated below although other duties of an appropriate level and nature will also be required.

	Description	Criteria
a.	Music Qualification to degree level or equivalent with a professional qualification in music or music education	E, S
b.	Instrumental or class music teaching experience with an excellent understanding of effective music education pedagogy	E, S, I
c.	High level skills as an instrumentalist/singer with the ability to demonstrate effectively and with confidence	E, S, I E, S, T
d.	Excellent interpersonal skills with the ability to communicate positively and effectively with children and young people, parents/carers and colleagues	E, S, IE E, I
e.	The ability to inspire and enthuse children and young people within a positive learning environment	E, I
f.	A “can do” attitude to meeting the many challenges of developing music-making opportunities for children and young people	D, S
g.	Commitment to the aims and values of Sutton Music Service and Cognus Limited	D, S
h.	Is committed to safeguarding and protection of children	E, S, I
i.	Honours and upholds the Company’s Equal Opportunity Policy, Dignity at Work Policy, Safeguarding and Protection of Children, Health and Safety and Data Protection Policy at all times	E, S, I
J.	Ability to work on own initiative with little supervision.	E
K.	Project management and high-level organisational skills.	E
L.	Excellent IT skills, particularly Office 365 and SharePoint systems, plus a willingness to learn to use Speed Admin.	E

KEY:	D	Desirable	I	Evaluated at interview	
E	Essential	S	Short listing criteria	T	Subject to test

