

# Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

## Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

### Job Details

Job Title:	Peripatetic Music Teacher (Piano and Keyboard Specialism)
Salary:	UQ5-M6, dependant on qualifications and experience
Grade:	School Teachers' Pay and Conditions, unqualified or main scale
Hours:	Full-time (approx. 32.5 per week, 1265 per year)
Service Area:	Oxfordshire County Music Service
Primary Location:	Peripatetic teaching in Oxfordshire schools and music centres
Budget responsibility:	None
Responsible to:	Senior Leader
Political Restricted Post:	No

### Job Purpose

**To promote high standards of learning in the Music Service through the effective teaching of children and young people in a variety of musical settings.**

This post holder is responsible for ensuring that all safeguarding policies are adhered to and concerns are raised in accordance with these policies.

This Job description should be read in conjunction with the current School Teachers' Pay and Conditions (STPC) Document and the provisions of that document will apply to the postholder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head of Service and Senior Leaders, who will be mindful of their duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The Service's grievance procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies

## Job Responsibilities

This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.

In addition to the duties outlined in the School Teachers Pay and Conditions document currently in operation, or any subsequent legislation, you will be responsible for:

1. Planning and delivering engaging lessons and other forms of music tuition that allow all students to make good progress.
2. Inspiring young people with a love of learning and making music.
3. Involving young people in planning how they want to learn and make music.
4. Developing resources and adapting practice to suit the needs and interests of all learners.
5. Helping young people develop as independent learners.
6. Monitoring, assessing and reporting musical, personal and social progress.
7. Signposting and monitoring uptake of progression opportunities.
8. Communicating with other professionals about pupils' learning needs, to identify and remove barriers to progress and welfare (e.g. talking to SENCOs).
9. Following best practice in safeguarding, equality, diversity and inclusion.
10. Maintaining professional development, including participating in and contributing to services' quality management and CPD programmes.
11. Regular liaison with colleagues, schools, parents and others as required.
12. Supporting the strategic aims of the music service.
13. Working within the policies and procedures of the County Council and County Music Service.
14. Undertaking any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Music Service.

For all staff- You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.

## Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4).

Each of the criteria listed below will be measured through the application form (A) and optionally - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

<b>Essential Criteria</b>	<b>Assessed By:</b>
Ability to perform or create music to a high standard within specialist area	A, T
[for instrumental and vocal specialists] Experience of ensemble leadership	A, I
Understanding of the barriers that young people may face to making music	A, I
Understanding of how learning music supports personal and social development	A, I
Understanding of what motivates young people to learn	A, T, I
An interest to deliver a child-centred learning experience which values and responds to the needs and interests of individuals, within and beyond your musical specialism	A, I
Ability to plan and deliver high-quality learning experiences to engage and progress a wide range of pupils, musically, personally and socially	A, T, I
Ability to create a safe learning environment, and to communicate effectively to build positive relationships with a range of pupils and colleagues	A, T, I
Ability and willingness to work reasonable hours outside of the normal school day, including Saturday mornings	A, I
Car / van ownership with current driving licence and suitable insurance	A
<b>Desirable Criteria</b>	<b>Assessed By:</b>
An ability to work flexibly, responsively and calmly under pressure	A, T, I
An ability to reflect on, refine and develop teaching practice	A, I
Strategies for managing learning in groups: how to create learning that offers a level of challenge and independence appropriate to age, ability, capacity and context.	A, T, I
Awareness and appreciation of the educational value of a diverse range of musical genres and practices	A, I

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input checked="" type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input checked="" type="checkbox"/>	Disqualification for Caring for Children (Education)	<input checked="" type="checkbox"/>	Overseas Criminal Record Checks
<input checked="" type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input checked="" type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing

<input checked="" type="checkbox"/>	Night work (evenings and weekends)	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input checked="" type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

## Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.