# Recruitment Information

Post: Trainee Instrumental Teacher

Base: Nottingham City Schools

Salary: £18,278

Hours: Full time (37 hours per week)

Contract: 12-month fixed term

Start Date: 1st September 2022

# Contents

* Advert
* About Nottingham Music Service
* About the job
* Person specification and job description
* What we are offering
* How to apply
* Application form

If you have any questions regarding this position that you would like to discuss prior to applying, please feel free to contact:

Michael Aspinall – Business and Operations Manager

Michael.aspinall@nottinghammusichub.org.uk

# Job Advert

Trainee Instrumental Teacher

Nottingham Music Service is seeking to appoint a Trainee Instrumental Teacher.

Post: Trainee Instrumental Teacher

Base: Nottingham City Schools  
Salary: £18,728

Hours: Full time (37 hours per week)

Contract: 12-month fixed term

Start Date: 1st September 2022

This is a fantastic opportunity for enthusiastic and committed Instrument specialists with relevant ability and aspirations to support our creative and ambitious organisation moving forward.

The successful applicant will be able to support excellent whole class music teaching in city schools, inspire and enthuse children in city ensembles and play a key role in promoting the service aim of providing exciting musical experiences for all children.

This post is a vital addition to our team and pivotal in developing a skilled workforce to deliver Whole Class Ensemble teaching, working with children and young people from across Nottingham City. This is an excellent opportunity to gain a solid grounding in instrumental teaching with practical training, learning on the job and the opportunity to gain a recognised Level 4 qualification (Certificate for Music Educators).

The Certificate for Music Educators is a key element of the trainee programme and progress will be reviewed throughout the year. Successful candidates will need to demonstrate appropriate progress by January 2023 to ensure continuation.

**The closing date for applications is** **Thursday 19th May, 2022 at noon**. **Interviews will be held during the week commencing 23rd May.**

# Person Specification and Job Description

**Organisation:** Nottingham Music Service

**Job title:** **Responsible to: Responsible to: Team Leader**

**Person Specification:**

|  |
| --- |
| **Music and Education** |
| 1. Strong music skills on relevant instruments, and the ability to support learning on a range of instruments including voice |
| 1. Interest in and enthusiasm for inclusive whole class instrumental teaching |
| 1. ICT skills (especially within music) |
| 1. Capacity to communicate with and enthuse children across the ability range |
| **Mutual respect and good relations** |
| 1. Ability to build good relationships, working in partnership with school and other city music staff, with respect for different skills and approaches |
| **Inclusion** |
| 1. Commitment to music for all |
| 1. A willingness to recognise and celebrate children’s musical achievements and interests |
| 1. Capacity to communicate with and enthuse children across the ability range |
| 1. Awareness of the challenges of effective music education for all pupils in a city context |
| **Continuing Professional Development** |
| 1. Commitment to Continuing Professional Development (CPD) and a willingness to learn |
| 1. Ability to be reflective and self-aware and to evaluate own teaching and CPD needs |
| 1. Commitment to working towards the Certificate for Music Education and gaining within one year |
| **Safeguarding** |
| 1. An absolute commitment to safeguarding and to ensuring that children and young people are kept safe at all times |
| **Work Related Circumstances** |
| 1. Ability to travel across the city |
| 1. Flexible approach to working hours to enable support for events and activities |

**Notes:**

* As the post holders will regularly be undertaking work directly with young people an enhanced DBS clearance will be required
* These posts are subject to the ACE Music Education Hub Grant
* Due to the nature of these posts, a flexible approach to hours will be necessary and may include evening and weekend work to support performances and other initiatives. With proportional posts, hours and days may vary according to changing school/government demand
* This is not a complete statement of all duties and responsibilities of these posts. The post holders may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

**Key responsibilities:**

1. To work mainly as part of a team (with some individual work where appropriate) supporting the delivery of Whole Class Ensemble/In Harmony and other music programmes within Nottingham City,
2. To support city music staff, class teachers, teaching assistants and others, and input into the planning of lessons, suitable for specific school circumstances, tying in to existing schemes of work and assessment procedures, and locating or adapting suitable resources
3. To be part of a team supporting colleagues with area bands and other ensembles as appropriate
4. To actively promote city ensembles such as Nottingham Music School and the area band network
5. To attend staff development and training days, develop own skills in line with nationally recognised best practice and work towards gaining the Certificate for Music Educators.
6. To take personal responsibility for looking after music service instruments in use during taught sessions and to observe and support staff in ensuring that children are taught safe handling, providing simple servicing, and coordinating with other members of the music service team where more extensive work is necessary
7. To contribute to the city’s aim of providing exciting musical experiences for all children, that connect with the many not the few, and help to raise student and teacher motivation, achievement and self-esteem.

We offer a competitive package which includes:

* Up to 6% employer contributions into a company pension scheme
* A commitment to your continuing professional development
* Work while you train – your CME qualtification and teaching fees paid by NMS

**How to apply**

Please send a covering letter, your CV and completed application form (copy at the end of this information pack) by email to [lucy.gregory@nottinghammusichub.org.uk](mailto:lucy.gregory@nottinghammusichub.org.uk) Please note applications can only be received by e-mail.

**Applications to be returned before Thursday, 19th May 2022 by midday. Interviews will be held the week commencing 23rd May 2022.**

## Equal Opportunities Policy Statement

It is our intention to provide equal opportunities for employment and in all matters with regard to the services which we provide. We will deal with all persons, whether members of staff, volunteers, trustees, contracted freelance workers or clients or other people with whom we have contact, with the same attention, courtesy and consideration, regardless of race, colour, ethnic or national origin, sex, religion, disability, sexual orientation or age.

# Application Form

By completing and submitting this application form and any related documents you are consenting to us processing such data for personnel management and administrative purposes in accordance with Data Protection legislation.

|  |
| --- |
| **Position: Instrumental Teacher** Main and secondary instruments:  How did you hear about this job? |

**1. Personal details**

Please only provide information for where we are free to contact you.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Address |  | | |
| Post code |  | | |
| Telephones |  | | |
| Email |  | | |
| Do you hold a full driving licence? | | | Yes / No |
| Do you have daily use of a vehicle? | | | Yes / No |
| National Insurance No. | |  | |

**2. References**

|  |  |  |
| --- | --- | --- |
| Please list two people whom we may approach for professional references. One of these should be your current or most recent employer | | |
| Name: |  | |
| Position: |  | |
| Organisation: |  | |
| Address: |  | |
| Telephone: |  | |
| Email: |  | |
| May we contact this referee before interview? | | Yes / No |

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Position: |  | |
| Organisation: |  | |
| Address: |  | |
| Telephone: |  | |
| Email: |  | |
| May we contact this referee before interview? | | Yes / No |

Nottingham Music Service reserves the right to take up references, after an offer has been accepted, with any or all of your previous employers.

**3. Experience**

|  |  |
| --- | --- |
| Present/Most recent employment | |
| Job title |  |
| Employer |  |
| Address |  |
| Contact person |  |
| Telephone |  |
| Date appointed |  |
| Reason for seeking other employment |  |
| Duties and achievements |  |
| Present salary or fee income |  |
| Notice required – if applicable |  |
| Have you ever been subject to Disciplinary Proceedings? Yes / No | |
| If yes, please indicate the outcome | |

**4. Previous employment** – If necessary, please provide details of additional employers on a separate sheet and feel free to cut and paste from your CV

|  |  |
| --- | --- |
| Employer name and address |  |
| Dates |  |
| Duties and achievements |  |
| Employer name and address |  |
| Dates |  |
| Duties and achievements |  |
| Employer name and address |  |
| Dates |  |
| Duties and achievements |  |

**5. Sickness Absence Details**

|  |  |
| --- | --- |
| Please note that in accordance with the Data Protection Act 1998, all sensitive personal information given will be used in connection with this application process only. Please give details of sickness absence during the last 24 months. | |
| Number of days: |  |
| Number of periods: |  |
| Reason(s) for Absence(s) | |

Please note that for the successful candidate the information supplied regarding sickness absence will be verified with their previous employer.

**6. Qualifications and training** (feel free to cut and paste from your CV)

|  |  |
| --- | --- |
| Education | Please list your relevant educational details |
|  |  |
| Training | Please list your relevant training details |
|  |  |
| Qualifications | Please list your relevant qualifications |
|  |  |

**7. Supporting information**

|  |
| --- |
| Please tell us, referring to each point of the person specification and job description, why you believe you are a suitable candidate for this position. Use extra sheets if necessary. |
|  |
|  |

|  |  |
| --- | --- |
| **Are you eligible to work in the UK?**  All applicants may be asked to produce relevant documentation | **YES / NO** |

|  |
| --- |
| **Enhanced Level DBS Clearance**  This post will be subject to an enhanced level DBS Clearance |

**8. Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
| When completed please return this form to: | lucy.gregory@nottinghammusichub.org.uk | | |

**Please note that to knowingly provide false or deliberately misleading information may lead to disciplinary action being taken, up to and including dismissal, at any time after an appointment is made.**