



## **Job Description**

### **INSTRUMENTAL/VOCAL TUTOR**

Job Title: Instrumental / Vocal Tutor  
Dept: Music Department  
Responsible to: Head of Instrumental/Vocal Department  
Joint Principal & Director of Music

Given the specific nature and aspirations of a world class specialist music school, Chetham's School of Music requires that all tutors should be:

- Excellent teachers with strong communication skills, able to guide and inspire students in all aspects of their musical education and development.
- Able to mentor students through all stages of their instrumental/vocal education, supporting not only their technical, but artistic development as individual aspiring young musicians.
- High quality musician, preferably with relevant experience as a professional performer.
- Highly knowledgeable about their specific field.
- Able to listen to the concerns of students, referring them where appropriate to other support staff within the School (Heads of Instrumental/Vocal Departments, Heads of Houses, individual tutors and Director of Music).
- Aware of the responsibilities involved with nurturing young musicians from the age of 8-18.
- Able to prepare students for regular technical and performance assessments as required and notified by the Head of Instrumental/Vocal Department.
- Responsible for providing written references for conservatoire entry, competitions and/or bursaries as deemed appropriate by the Head of Instrumental/Vocal Department.
- Able to advise students in conjunction with the Head of Instrumental/Vocal Department about Conservatoire application and entry. Remaining aware of Conservatoire audition timetables and providing students with appropriate planning and preparation.
- Able to give guidance with regard to instrumental purchases in direct consultation with your respective Head of Instrumental/Vocal Department.



**Tutors are also required to:**

1. Attend any INSET sessions as arranged by the School.
2. Record student attendance
3. Maintain reasonable contact with parents as appropriate to the School's terms.
4. Maintain regular communication with the Head of Instrumental/Vocal Department, Music Department Timetabler and Music Department Manager.
5. Be aware of all risk assessments in the School and adhere to them.
6. Any other duties as could reasonably be required. These requests and responsibilities can be amended and/or extended at any time by the Director of Music & Joint Principal or Head of Instrumental/Vocal Department.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with Chetham's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in Chetham's, s/he must report any concerns to Chetham's Child Protection Officer or to the Head (as appropriate).

**Safeguarding Children Policy Statement**

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with *Chetham's Child Protection and Safeguarding Policy*, the *Staff Code of Conduct* and related documents (available at [www.chethams.com](http://www.chethams.com)) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.



I agree that I have read, understood and agree with the above job description and the following person specification

Employee's Name .....

Employee's Signature .....

Date .....



## **Instrumental Tutor**

### **PERSON SPECIFICATION**

#### **Essential:**

- Recognised relevant professional qualification
- Extensive, proven experience of teaching your relevant instrument.
- Proven experience of working with and inspiring young musical children on a one-to-one basis (and if applicable to the job description, in an ensemble/chamber setting).
- Excellent interpersonal and organisational skills.
- Ability to support others, working as part of a team
- Able to commit to the working hours as required for the post.
- Ability to handle sensitive information and maintain discretion on sensitive issues
- Suitability to work with and be responsible for children.
- Reasonable standard of written and spoken English.
- Excellent level of computer literacy
- Willingness and ability to teach using online platforms

#### **Desirable:**

- Experience in a comparable role, working with young musicians in a specialist music education environment.