

Person Specification

Job Title:	Leeds Junior Conservatoire Cover Tutor
Department:	Leeds Junior Conservatoire
Summary of Duties & Responsibilities:	<ol style="list-style-type: none"> 1. To undertake teaching and assessment as agreed with the Manager of department 2. To undertake all teaching related administration in a timely manner 3. To contribute to monitoring and evaluation processes within the department 4. To continuously monitor student progression within the class and to provide effective feedback

Key

E = Essential Criteria for Post

R = Reference

D = Desirable Criteria for Post

T = Test

A = Application Form

C = Certificate/Documentary Evidence

I = Interview

CRITERIA	E/D	HOW MEASURED				
		A	I	R	T	C
Qualifications & Attainments						
1. Relevant Honours Degree in Music or equivalent area	E	✓				✓
2. Teaching Qualification (or willing to work towards)	D	✓				✓
Experience & Knowledge						
3. Relevant experience of working with students of mixed abilities	E	✓	✓			
4. Relevant experience of planning and delivering structured, age-appropriate learning to effectively facilitate group activities with under 18s	E	✓	✓			
5. Awareness of progression routes in music education	D	✓				
6. Professional practice profile	D	✓	✓			
7. IT skills.	D	✓				
Skills & Competencies						
8. Commitment to music/performing arts education across a broad range of relevant genres and topics	E		✓			
9. A high standard of written and verbal communication skills	E	✓	✓			
10. Ability to inspire, motivate and support young musicians	E	✓	✓			
11. Behaviour management skills	E		✓			
12. Confident use of digital and IT tools to support teaching, learning, administration, and communication	E	✓				
Values & Ethos						
13. Demonstrates respectful and inclusive working practices. Treating others with dignity and respect and helping to remove barriers to participation.	E		✓			
14. Commitment to safeguarding young people and other vulnerable groups	E		✓			
15. Understanding of professional boundaries and appropriate conduct when working with under-18s	E		✓			
Work Circumstances						
16. Available to work Saturdays during term time	E	✓	✓			

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DBS Disclosure 17. Offer of employment will be made subject to an enhanced disclosure, which will be sought by the Conservatoire for the successful applicant	E					✓