

PERSON SPECIFICATION

Job Title:	Leeds Junior Conservatoire Tutor
Department:	Leeds Junior Conservatoire
Summary of Duties & Responsibilities:	1. To undertake teaching and assessment as agreed with the head 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
D = Desirable Criteria for Post
A = Application Form
I = Interview

R = Reference
T = Test
C = Certificate/Documentary Evidence
✓ = Use in how measured

CRITERIA	E/D	HOW MEASURED				
		A	I	R	T	C
<u>Qualifications & Attainments</u>						
1. Relevant Honours Degree in Music or equivalent area	E	✓				✓
2. An area of expertise relevant to working in a Junior Conservatoire	E	✓				
3. Evidence of ongoing Continuing Professional Development (CPD) relevant to music education, pedagogy, safeguarding, or inclusion	D	✓				
4. Recognised Teaching Qualification	D	✓				✓
<u>Experience & Knowledge</u>						
5. Understanding of music education sector issues and their impact on music provision	E	✓	✓		✓	
6. Experience of working with students of mixed abilities including those with special educational needs	E	✓	✓			
7. Relevant teaching experience working with under 18s	E	✓	✓			
8. Professional practice profile	D	✓	✓			
<u>Skills & Competencies</u>						
9. Commitment to music/performing arts education across a broad range of relevant genres and topics	E		✓			
10. A high standard of written and verbal communication skills	E	✓	✓			
11. The ability to effectively facilitate group activities	E	✓	✓		✓	

CRITERIA	E/D	HOW MEASURED				
		A	I	R	T	C
12. Behaviour management skills	E		✓			
13. Appropriate digital and IT skills to support learning, organisation and communication	E	✓				
<u>Values & Ethos</u>						
14. Commitment to an understanding and promotion of the Conservatoire's vision and ethos	E		✓			
15. Demonstrates respectful and inclusive working practices. Treating others with dignity and respect and helping to remove barriers to participation.	E		✓			
16. Commitment to safeguarding young people and other vulnerable groups	E		✓			
<u>Work Circumstances</u>						
17. Available to work Saturdays during term time	E	✓	✓			
<u>DBS Disclosure</u>						
18. Offer of employment will be made subject to an enhanced disclosure, which will be sought by the Conservatoire for the successful applicant	E					✓

APPROVAL OF PERSON SPECIFICATION - LC	
Compiled By:	Caroline Hallam
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