



**The City of Edinburgh Council  
Job Profile**

**DEPARTMENT:** Children and Families  
**SECTION:** Schools and Community Services  
**POST:** Music School Instrumental Professional  
**RESPONSIBLE TO:** Director of The City of Edinburgh Music School

**PURPOSE OF THE JOB:**

To teach highly able primary and/or secondary pupils individually and in groups to play a musical instrument, develop musical literacy, aural awareness and to further promote interest in music making.

**MAJOR TASKS/JOB ACTIVITIES**

- To advise and guide pupils on their instrumental education.
- To meet the individual instrumental needs of the young people with whom they work.
- To contribute to and support the activities of The City of Edinburgh Music School. The professionalism of Music School Instrumental Staff is acknowledged and working relationships will be based on shared responsibility, mutual respect and understanding.

**PLANNING AND ASSESSMENT**

- To plan and prepare lessons and courses in instrumental music to meet the individual needs of specific specialist students. There should be scope for flexibility within a clear framework.
- To assess, record and report on the work of instrumental pupils.
- To assist in preparing pupils for national examinations.

**LEARNING AND TEACHING**

- To teach assigned instrumental students.
- To help organise and participate in the music school ensemble and musical activities programme.

**ORGANISATION AND ADMINISTRATION**

- To work co-operatively as part of a team.
- To ensure that instruments are maintained in an acceptable condition as appropriate.
- To assist in aspects of the selection procedure if required.

- To maintain appropriate schemes of work for the pupils with whom they are working, and to record progress. Practice diaries will be used and checked.
- To attend staff meetings whenever possible, a minimum of one per session.
- To ensure that sign in and out books are always signed when arriving and leaving the Music School.
- To inform the Director of the Music School, and/or the Assistant Director, if unable to attend work for any reason and liaise with the Director of the Music School during the absence in line with CEC policies and procedures. Any deputising teachers must be agreed in advance with the Director before each engagement.

### **INTERACTION WITH PUPILS**

- To maintain good order and discipline among pupils and to safeguard their health and safety.
- To ensure lessons both start and end on time whenever possible
- To maintain a record of attendance and make this available to the Director of the music school and/or Assistant Director, highlighting any areas for concern.

### **ACCOUNTABILITY AND AUTHORITY**

- Director of Communities and Families through the Head Teacher, (Secondary).
- To the Head Teacher, (Secondary), through the Director of The City of Edinburgh Music School.
- Authority delegated by the Director of The City of Edinburgh Music School or senior staff as appropriate.

### **RESPONSIBLE FOR:**

None

### **ADDITIONAL INFORMATION:**

These posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG scheme update check prior to a formal offer of employment being made by the City of Edinburgh Council.

## EMPLOYEE SPECIFICATION:

### Council Core Competencies

**These Council Core Competencies apply to positions with responsibility for managing people or resources:**

Leading Others

Managing Performance and Developing others

Political Sensitivity

Instrumental Staff	Essential	Desirable
Experience	<p>Ability to demonstrate successful teaching experience both in groups and one to one</p> <p>Awareness of current learning theory and its implications for teaching</p> <p>Ability to set and maintain high standards of student motivation and behaviour</p> <p>Ability to demonstrate effective and efficient administrative skills</p>	<p>Ability to demonstrate high level of inter-personal skills</p> <p>Ability to demonstrate skills in setting goals and prioritising</p> <p>Ability to demonstrate organisational and planning skills</p> <p>Ability to demonstrate commitment to working with young people in different situations</p>
Knowledge, Skills and Understanding	<p>Ability to play and instrument/voice to a high standard.</p>	<p>Basic knowledge and experience of using ICT.</p>
Qualifications and Training	<p>Experience of working and supporting highly able students.</p>	<p>Degree level training in music / music related subjects or equivalent work experience</p> <p>Ability to demonstrate commitment to personal development through recent attendance at appropriate training courses, and/or evidence of recent professional development appropriate to this post.</p>

		Music conservatoire training.
Job Specific requirements	<p>Ability to demonstrate initiative</p> <p>Ability to take responsibility for decision-making</p> <p>Ability to work effectively alone, and as part of a team</p> <p>Ability to perform to a very high musical standard</p> <p>Ability to relate to and form effective relationships with students, staff and parents in order to create a purposeful working environment</p> <p>Ability to adapt positively to changing circumstances</p> <p>Ability to set high standards which challenge and inspire very able students to very high achievement</p>	<p>Ability to take part in development work</p> <p>Ability to work successful with others in a wide range of school matters</p> <p>Ability to work successfully with others in a wide range of school matters</p> <p>Evidence of working at a regional or national level.</p>
Applicants should always check the Job Vacancy Summary for any specific Employee Specification Requirements for the advertised vacancy.		