POST TITLE	**YOUTH MUSIC INITIATIVE TUTOR**
DIRECTORATE	**EDUCATION AND CHILDREN'S SERVICES**
SERVICE	**LIFELONG LEARNING**
RESPONSIBLE TO	**EDUCATION SUPPORT OFFICER (YMI)**
NUMBER OF POST HOLDERS	**1 (0.38 FTE) PERMANENT POSTS**
ACTING UP/ SECONDMENT	**N/A**

PURPOSE OF JOB

To plan and deliver group music tuition to children and young people in Edinburgh across a range of styles, genres and locations. To ensure creative music making opportunities are high quality, accessible and inclusive and promote an interest in music making.

Youth Music Tutors are funded by the Scottish Government's national Youth Music Initiative programme, administered by Creative Scotland.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Plan, prepare for and deliver group music tuition to pupils in primary schools in Edinburgh, across a range of styles, genres and locations.
- Confidently devise well-structured lessons using materials provided as well as developing appropriate resources/materials.
- Ensure group music lessons are appropriately challenging and enjoyable.
- Adapt lessons to cater to a variety of needs, levels and backgrounds to ensure sessions are inclusive and accessible.
- Participate in the administration and organisation of Youth Music Initiative projects.
- Attend meetings and training events as required.
- Use of innovative and creative contributions to events, project planning, feedback and evaluation.
- Ensure good maintenance of instruments.
- Liaise appropriately with YMI colleagues, school staff and Arts & Creative Learning team colleagues to ensure the effective set up, running and management of sessions.
- Contribute to school and / or city-wide sharing events, showcasing the pupils performing to school community and / or parents / families

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Educated to degree level or above in music / music related subject or equivalent experience
- The post requires creativity, innovation and flexibility in planning, designing and delivering group music lessons, utilising a number of musical disciplines such as vocal work, ukulele and percussion.
- Be adaptable and think imaginatively to create bespoke musical experiences in order to meet different learners' needs.
- Ability to set and maintain high standards of pupil motivation.
- Manage time effectively, arriving on time in order to set up/clear spaces after sessions.
- Be familiar with and adhere to, all City of Edinburgh Council policies and procedures such as Health and Safety and Child Protection guidelines.

- Be proactive and use initiative to ensure all pupils have a valuable learning experience.
- Work independently and as part of a team.
- Ability to have attention to detail in all aspects of work.
- Well-developed ICT (Information and Communications Technology) skills with effective and efficient administration skills.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The environment for the role involves work undertaken in schools or other premises (as required) and a mix of office/home-based activity.
- Lesson delivery may be via online platforms, depending on local authority and Scottish Government guidance.
- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office/home-based activities.
- Some carrying /delivery of instruments required.
- Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office/home-based activities.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The Youth Music Initiative Tutor will have no direct line management responsibility.

RESOURCES

- The post will be responsible for a range of office equipment.
- The post ensures that all data and records are kept up to date, ensuring that all relevant details are accurately collated and recorded.
- The post will be responsible for moving and maintaining a small range of musical instruments.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.
All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the Council Health and Safety Policy.

ADDITIONAL INFORMATION

These posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. From 28 February 2011, 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.