

Job Profile

Role	Music Instructor
Department	Education and Outreach
Competency Level	Officer / Supervisor
Rate	£29,676 - £35,152, (Pro rata)
Reports to	Education and Outreach Manager
Responsible for	Delivery of music instruction in line with SQA guidelines
Key Relationships	Director of Creativity and Impact Education and Outreach Manager Marketing Team Film Instructor Students

Principle Aim

To develop and deliver educational materials and assessment activities for students studying on Skills for Work, Creative Academy, NC, HNC, BA and MA courses.

What you will do:

The following gives an indication of the duties that the post may involve. The exact nature of these duties will change over time, and the post holder will be expected to work flexibly and carry out any work that is reasonably required.

- 1 Develop and deliver lesson plans and assessment materials for students studying on Skills for Work, Creative Academy, NC, HNC, BA (Film and Music) and MA (Film and Music elective modules).
- 2 Liaise with members of the education delivery team to design, deliver and assess cross-artform group projects.
- 3 Ensure timely student progress through timetabled activities and assignments.
- 4 Provide support for students in preparation and delivery of live performance events.
- 5 Lead on the set up and delivery of activity sessions ensuring compliance with relevant regulations (e.g. Licensing and Health and Safety) and SADA policies (e.g. Protection of Children, Young and Vulnerable Adults).
- 6 Record Key Performance Indicators (e.g. student attendance and achievement) and contribute to ongoing education programme evaluation.
- 7 Support an organisational culture of learning and continuous improvement by leading by example through your own personal and professional development.
- 8 To undertake such other responsibilities as shall be assigned from time to time by the Leadership Team or Chief Executive.

Competencies

Leadership & Management	- You set clear expectations for your team and/or colleagues - You delegate tasks appropriately - You give constructive praise and feedback on performance and conduct - You deliver and demonstrate our values - You support Equality, Diversity and Inclusivity through your action
Communication	- You ask questions of your team and/or colleagues to ensure understanding - You provide information accurately and in plenty of time to support delivery - You actively seek input from colleague and/or team to improve delivery - You communicate clearly - You listen attentively and seek clarification if you need it
Customer Focus	- You use customer and/or client feedback to inform an influence organisational improvement - You look ahead and anticipate the needs of your customers and/or clients - In the moment you can balance the need of your customers and/or clients with the needs of Shetland Arts - You deliver exceptional customer care - You are always calm and patient - You find solutions
Planning and Organising	- You look ahead over the short term and make appropriate plans for yourself and others to achieve goals - You adapt and modify plans as required by the situation - You consult broadly to ensure you have the best plan - You take responsibility for your workload and tasks - You communicate with your supervisor/manager as Required
Team Working	- You understand the impact of your decisions on your team and/or colleague and communicate them effectively - You advocate for your team and/or colleagues to ensure they have what they need - You encourage your team and/or colleagues to work collaboratively - You are a positive, supportive colleague

	- You get involved and seek out or ask for work - You contribute to the improvement of Shetland Arts through consultations, team meetings and surveys
Organisational Awareness	- You understand how your role contributes to the wider organisation - You look for and action cost savings in your area of work - You make decisions based on relevant information and facts - You understand your role in your team - You minimise waste - You understand how your actions impact customers and colleagues

Person Specification

	Essential	Desirable
Personal features and qualities	Capacity to work under pressure in a calm friendly manner. Flexible, adaptable and responsive. Self-motivated and able to work on own initiative. Willingness to work flexible or unsociable hours as and when required. Passion for the arts.	
Relevant experience	Workshop delivery or teaching in a community arts or education setting. Experience working in the Music Industry or related Creative Industries. An understanding of Health & Safety legislation.	An understanding of the principles of copyright.
Education	Educated to degree level or can evidence a high level of professional experience in the field.	Experience in the operation of Virtual Learning Environments and online teaching tools. Qualification in first aid or willingness to achieve within 6 months of appointment.
Skills, abilities and knowledge	Excellent written and spoken communication skills. Excellent timekeeping skills.	Grade 4 on instrument or voice, or equivalent experience. Grade 4 music theory, or equivalent experience. Experience of music workshop delivery.

	Knowledge of equality, diversity, and disability practices. Ability to mediate conflict situations. Knowledge of Health and Safety practices. Proficient in the use of video conferencing and IT software, including Microsoft Office. Proficient in a range of musical instruments and/or voice including keyboards. Ability to guide students in the performance of a range of contrasting styles. Knowledge of a range of compositional techniques. Proficient in the use of Digital Audio Workstations as a compositional, recording, and mixing tool. Experience in the use of PA and sound reinforcement systems.	Experience in the use of a range of notational formats (sheet music, guitar tab, chord charts etc.). Experience of Reaper, Digital Audio Workstation. Understanding of the fundamental physics of sound.
Other	PVG scheme membership or willingness to join on appointment. A proven commitment to equality, accessibility and diversity.	