

COMPOSITION TUTOR

Job Description

Job Title: Composition Tutor
Dept: Music Department
Responsible to: Head of Composition and Director of Music

Given the specific nature and aspirations of a world class specialist music school, Chetham's School of Music requires that tutors should be:

- Excellent teachers with strong communication skills, able to guide and inspire students in all aspects of their musical education and development.
- Able to mentor students through all stages of their musical education, supporting their technical and artistic development as individual aspiring young musicians.
- High quality musician, preferably with relevant experience as a professional composer.
- Highly knowledgeable about their specific field, with the ability to work with students who have interests in a wide range of musical styles.
- Able to teach composition to individual students and to take composition seminars and workshops, including coaching in both original composition work and composition techniques.
- Able to listen to the concerns of students, referring them where appropriate to other support staff within the School (Heads of Instrumental Departments, Heads of Houses, individual tutors and Director of Music).
- Aware of the responsibilities involved with nurturing young musicians from the age of 8-18.
- Able to help students prepare works for composers' concerts, assessments, competitions and other events as required.
- Able to assist with planning and taking rehearsals in preparation for performances of student works.
- Responsible for providing written references for conservatoire/university entry, competitions and/or bursaries as deemed appropriate by the Head of Department.

- Able to advise students in conjunction with the Head of Department about conservatoire and university applications. Remaining aware of interview and audition timetables and providing students with appropriate planning and preparation.

Tutors are also required to:

- i) Attend any INSET sessions as arranged by the School.
- ii) Record student attendance.
- iii) Maintain reasonable contact with parents as appropriate to the School's terms.
- iv) Maintain regular communication with the Head of Composition, Music Department Timetabler and Music Department Manager.
- v) be aware of all risk assessments in the School and adhere to them.
- vi) Any other duties as could reasonably be required.

FOOTNOTE: These requests and responsibilities can be amended and/or extended at any time by the DoM or HoID.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Head.

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee's Name:

Employee's Signature:

Date:

Instrumental/Composition Tutor

PERSON SPECIFICATION

- Essential:**
- Recognised relevant professional qualification.
 - Extensive, proven experience of teaching your relevant instrument/composition.
 - Proven experience of working with and inspiring young musical children on a one to one basis (and if applicable to the job description, in an ensemble/chamber setting).
 - Excellent interpersonal and organisational skills.
 - Ability to support others, working as part of a team
 - Able to commit to the working hours as required for the post.
 - Ability to handle sensitive information and maintain discretion on sensitive issues
 - Suitability to work with and be responsible for children.
 - Reasonable standard of written and spoken English.
 - Reasonable level of computer literacy

Desirable:

- Experience in a comparable role, working with young musicians in a specialist music education environment.