Job Description
Senior Music Tutor
Full Time

ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Background	ArtsEd originated from two schools, one founded in 1919 by Grace Cone and one founded in 1922 by Olive Ripman. These two educational pioneers believed passionately in the value of combining a general academic education with specialised training in dance, drama, music and art. They were committed to preparing young people for professional careers in or related to the theatre. In 1939, Grace and Olive joined forces to create the Cone Ripman School, subsequently named the Arts Educational Schools. Dame Alicia Markova and Sir Anton Dolin drew almost exclusively on ArtsEd students to help them create their revolutionary company London Festival Ballet, which eventually became the English National Ballet. Ballerina Dame Beryl Grey became Director of the Schools in the 1960s. ArtsEd continued to innovate, introducing both professional acting and musical theatre courses and in 1986 moved to its present home in Chiswick. In 2007, Lord Andrew Lloyd Webber became President, heralding an auspicious new era for ArtsEd. The School of Musical Theatre and School of Acting offer full-time BA and MA courses. Our Musical Theatre course is recognised as the best in the UK, while the Acting course is praised for its innovative 50:50 split between stage and screen acting. Our outstanding record of graduate success sees nearly every one of our Musical Theatre graduates and over three-quarters of our Acting graduates make their professional debuts within six months of graduating.
Summary of the role:	This is a senior appointment within ArtsEd. We are committed to changing the way that performers are trained for the modern industry. The person appointed must have a balance of professional and teaching skills to ensure that ArtsEd remains a leader in the world of professional Musical Theatre training. The School of Musical Theatre currently offers a BA (Hons) and Cert HE which are validated by City, University of London. The current intake is 50 BA (Hons) & 30 Foundation students per year, with some funding via the Dance and Drama Awards scheme. There is also an active programme of outreach and short-course activity.
Reporting to:	The Head of Music

Salary Range:	£35000
Main duties and responsibilities:	• Promoting and safeguarding the welfare of young persons for whom you are responsible and with whom you come into contact. • Ensuring the efficient, safe and effective provision of high-quality Musical Theatre training. • Ensuring the efficient delivery of classes and/or projects. • Ensuring the highest quality teaching of singing throughout the School of Musical Theatre. • Ensuring the curriculum and course structure matches the requirements of the Degree, the National Qualification and the professional accrediting bodies. • Participation in the audition selection process • Assisting in the end of year assessment and marking process • Monitoring student attendance and maintaining discipline amongst the student body. • Assessing & marking public performances.
Other duties and responsibilities	• Working collaboratively with colleagues and members of the School of Musical Theatre to adhere to the aims, objectives and priorities and communicating this effectively to staff when necessary. • Implementing resources to achieve departmental plans, ensuring that you are acting within the budget and strategic aims. • Being familiar with and complying with equality legislation, in addition to promoting equality and diversity amongst both the staff and student body. • Providing excellent support to help students perform at their best, through motivating and developing them to achieve high performance. • Effectively communicating and attending regular team meetings and one-to-ones to ensure understanding of and engagement with student matters, activities, priorities, progress and problems. • Providing clear guidance, instruction, advice and coaching to students • Developing effective teamwork e.g., effective communication, consulting on shared aims.
Teaching Responsibilities	**Foundation Course** • To teach ensemble singing class • To accompany song workshop classes • To MD Song and Dance projects **BA Course – Year 1** • To teach singing ensemble classes • To teach 1-2-1 repertoire • To accompany song workshop classes • To MD Singing and/or Song & Dance projects in collaboration with directors and choreographers as required

	BA Course – Year 2 • To teach singing ensemble classes • To teach 1-2-1 repertoire • To accompany audition classes • To MD Singing and/or Song & Dance projects in collaboration with directors and choreographers as required **BA Course – Year 3** • To teach 1-2-1 repertoire
All staff	• All staff must carry out their responsibilities with due regard to all ArtsEd policies and procedures, ensuring inclusivity, equality of opportunity, and compliance with Health and Safety in the workplace. • All staff must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act. • All staff must adhere to the staff Code of Conduct and other related policies. • All staff are required to regularly undertake Safeguarding, Keeping Children Safe in Education, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD. • All members of staff are required to be professional, co-operative, and flexible in line with the needs of the post and the school. • All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post. • ArtsEd is committed to the safety, wellbeing and safeguarding of all pupils and students and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS. • You may also be required to undertake such other comparable duties as your line manager requires from time to time.

Person Specification

	Qualities / Experience / Skills / Qualifications required to undertake the role effectively	**Method of assessment**
Qualifications	• A relevant degree	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	• Teaching at BA level or higher • Working with students in a similar environment • Working in a professional capacity and using professional connections to develop students	Contents of the application form Interview Professional references

	and provide opportunities.	
Skills	• Excellent piano and sight-reading skills • Creativity • Excellent communication and interpersonal skills • Persuasiveness and a willingness to take artistic risks • Self-motivation and the ability to motivate and inspire others • The ability to work as part of a team • An awareness and understanding of technical issues, the workings of a theatre and the process of performance • The ability to develop innovative ideas and to solve problems creatively and practically • Organised and efficient • Knowledge of relevant health and safety legislation and procedures • Dedication and enthusiasm	Contents of the application form Interview Skills assessment at interview Professional references
Knowledge	*The knowledge **required** by the Applicant to perform effectively in the role:* • Accreditation requirements of the BA and Foundation Course Programmes • Curriculum and course structure of the Degree, the National Qualification, and the professional accrediting bodies. • Understanding of the requirements of the QAA Quality Code • Understanding of equality legislation	Contents of the application form Interview Professional references
Personal competencies and qualities	*The personal qualities that the Applicant **requires** to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people:* • Motivation to work with young people. • Ability to form and maintain appropriate relationships and personal boundaries with young people. • Emotional resilience. • Positive attitude to use of authority and maintaining discipline. • Commitment to continued professional development of both self and others.	Contents of the application form Interview Professional references