



Notre Dame
Catholic Academy
Established 1869



St Joseph
Catholic Multi Academy Trust



Freelance Music Tutor Information Pack



www.resonatehub.co.uk

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0151 330 5130

Letter from the Headteacher, Notre Dame Catholic Academy

Dear Applicant,

As Headteacher of Notre Dame Catholic Academy, I am delighted to see Resonate cultivate the musical life of Liverpool's schools and communities. We believe that through the work of Resonate, music education provision is strategically planned and effectively delivered, based on well-established city-wide partnerships with a group of excellent partner organisations. We continue to adapt our offer and work flexibly with schools and organisations to ensure that the challenges the young people in Liverpool face are at the heart of all our decision making.

Part of St Joseph Catholic Multi Academy Trust, Notre Dame is an ambitious Catholic school that combines academic excellence with strong Catholic values. We are uniquely placed in our approach to leading Liverpool's music education offer and we are thankful to our partners – Liverpool City Region Music Hub, Liverpool's Family of Schools, Liverpool City Council, School Improvement Liverpool, Live Music Now and Royal Liverpool Philharmonic- for their relentless efforts in supporting and shaping our vision.

Music makes a powerful contribution to the life of our young people and I firmly believe that investment in musical opportunities across the city will reap long-term benefits that go beyond musical achievement and impact on the life and employability skills of Liverpool's young people.'

Yours faithfully,

Mrs V Taylor

Headteacher

Notre Dame Catholic Academy

Letter from our Head of Service

Dear Applicant,

Thank you for your interest in our vacancy. We are delighted to welcome applications for the role of Freelance Music Tutor to join the Resonate Delivery Team. This pack has been designed to provide you with an insight into our organisations and to provide you with the information you need to make an informed decision on enrolling as a professional tutor.

Liverpool's young people love making music – they love to sing, to compose, to perform and, like the vibrant city to which they belong, they have music running through their veins. This role represents a truly unique opportunity to support these young people in their musical development and reflects the unique musical heritage of our City.

Making Music Great. Making Great Music.

Everyone is welcome—as an inclusive organisation, our delivery team are comfortable bringing their authentic, whole selves to work. This helps us in Making Music Great. Making Great Music.

About Us

Resonate is the lead Delivery Partner for Liverpool, funded by Liverpool City Region Music Hub. We operate as a gateway of opportunity for Liverpool's young musicians. In the last three years over 40,000 pupils in Liverpool had access to outstanding music opportunities which will impact their lives and enhance our city.

We are inclusive. We celebrate multiple approaches and points of view. We believe diversity drives innovation. All who work with Resonate embrace the mission and values of our music service, working together to raise the profile of music education, make music accessible to all and to realise the ambitions of the National Plan for Music Education.

'Government believes that all children, regardless of background, should have access to a high-quality music education, should understand their options, and be supported to make progress.' National Plan for Music Education 2022

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city will reap long-term benefits that go beyond musical achievement and impact on the life and employability skills of Liverpool's young people.

What we are looking for

We are looking to recruit inspirational Music Tutors who are dynamic, creative and ambitious. We want to develop a team who are dedicated to music, and committed to creating new musical and creative opportunities for young people to take part in.

In return, we can offer the chance to be creative and innovative, and to make a real difference to children's lives. We offer excellent progression and professional development opportunities. We will support you all the way.

We hope this pack answers all of your initial questions, but if not, please do not hesitate to contact us and we will do our best to help. It is extremely important to us that you feel comfortable to proceed, as we aim to make the very best appointment possible.

I wish you every success in your application and welcome any questions or queries that you may have.

Yours sincerely,

A handwritten signature in black ink that reads "Jonathan Dickson". The signature is written in a cursive, slightly stylized font.

Jonathan Dickson

Head of Service
Resonate

Provision of Services

Notre Dame Catholic Academy wishes to provide music education services to schools situated in the Merseyside area ('Schools'). The music education services are carried out through the music service known as 'Resonate'.

Role Title:	Freelance Instrumental and Vocal Tutors and Independent Service Providers
Working Time:	Variable
Pay:	£21-£29.40 per hour (depending on experience, see below)
Contract:	INDEPENDENT SERVICE PROVIDER AGREEMENT
Location:	Schools, educational establishments and other venues in the Merseyside area
Reporting to:	Head of Service
Responsible for:	Delivery of Whole Class, group or individual instrumental and/or vocal lessons
Disclosure and barring status:	This post is subject to an enhanced DBS check including a Children's Barred list check, updated every three years.
Regular contacts:	Schools, pupils, parents, colleagues in Resonate and outside agencies.
Agreed services:	<p>Provision of tuition services for 1:1, small group and/or whole class instrumental lessons</p> <p>Professional Tutors will join our innovative instrumental and vocal delivery team working in special schools, primary schools and secondary schools across Warrington, Halton and Liverpool.</p> <p>Hours are variable and you must be able to commit to delivering for up to 35 weeks of the year during school hours.</p> <p>Rates of pay</p> <p>Resonate use the following as a guide to payments for delivery of instrumental services. We use this to negotiate pay and ensure our offer to providers is competitive.</p>

	For all Mandatory Training and Extended Updates	Agreed Rate of Pay
Level 1	Newly appointed, limited experience providers	£21 per hour
Level 2	Experienced providers, medium, small and individual lessons (not whole class)	£25.20 per hour
Level 3	Experienced providers, whole class tuition and large group ensemble direction	£29.40 per hour

Assignment

<p>Role-Specific Tutoring Duties</p>	<ul style="list-style-type: none">• To deliver and support in the delivery of high-quality instrumental tuition services, including whole class ensemble tuition, individual and group tuition and ensemble direction and in doing so, support Resonate in ensuring every child is able to access instrumental provision.• To effectively and expertly tutor pupils having high expectations and standards, in accordance with schools' expectations and standards, ensuring successful learning and achievement by all.• To deliver an appropriately broad, balanced, relevant and differentiated instrumental/vocal curriculum as required by schools.• To monitor, record and report the musical progression and musical development of pupils, providing data returns as required, and to support and encourage a learning experience which provides pupils with the opportunity to achieve their full potential.• To provide support and guidance to children, young people and those engaged with them, by removing barriers to learning an instrument in order to promote effective participation and musical progress.
<p>Delivery of Whole class ensemble/wider opportunities and instrumental tuition</p>	<ul style="list-style-type: none">• To provide a professional tutoring service for pupils individually, in groups and as part of a whole class ensemble and over a wide range of ages and abilities both in schools' and as part of any extra-curricular ensemble activities such as Resonate Music Studios.• To commit to fulfilling the vision, aims and objectives of Resonate and to promote at all times Resonate's mission in providing high quality music education for all.• To create opportunities to showcase the musical achievements of pupils through performance, concerts and by entering pupils into external examinations.• To set targets, monitor and report on pupils' musical progression.• To provide your own professional teaching resources and schemes of work to meet the needs of the pupils (arranging material as required) to ensure the provision is broad, balanced and relevant for pupils.

<p>Delivery of Whole class ensemble/wider opportunities and instrumental tuition</p>	<ul style="list-style-type: none"> • Be able to deliver using suggested resources such as “Charanga”. • To provide professional advice for pupils, schools and parents on appropriate extra-curricular ensemble activities to support pupil progression and to actively encourage children to take advantage of the performance opportunities in schools and activities such as Resonate Music Studios. • To provide written feedback to parents as and when required. • To understand that your work will be regularly monitored and evaluated using pupil data, feedback from stakeholders and observations. • To submit records / registers / pupil information / data / reports when requested maintaining professional standards in relation to GDPR practices. • To alert the appropriate staff either within the school or Resonate to problems or concerns experienced by pupils and make recommendations as to how these might be resolved. • To be aware of and work within agreed Safeguarding procedures and Child Protection guidelines. • To follow agreed policies, procedures and professional practices in relation to punctuality, attendance, management of timetables and associated time sheets / log sheets / documentation. • To comply with the College’s Health & Safety policies and procedures and undertake risk assessments as appropriate. • Where agreed with Resonate, to deliver online sessions/lessons to enable continuity of provision to schools.
<p>People and relationships</p>	<ul style="list-style-type: none"> • To follow agreed procedure for communications including the use of digital communications such as Teams and email. • Sustain effective, positive relationships with all staff, pupils, parents and the local community. • To ensure at all times positive and professional relationships with designated schools. • To play an active role in customer care and the promotion / marketing of the service to all stakeholders and beyond.

	<ul style="list-style-type: none"> • Where appropriate, to advise and make recommendations to schools in relation to Resonate provision and opportunities available to pupils and schools. • To attend specified update sessions, as required, including any Mandatory Training e.g. <i>safeguarding updates</i>. • To ensure that the College policies and service procedures are implemented. • To work collaboratively with other members of the Resonate team and with schools. • To demonstrate at all times a commitment to the principle value of an inclusive music curriculum to meet the individual needs of all students.
Resource management	<ul style="list-style-type: none"> • To ensure that policies and procedures relating to the management of resources/instruments are implemented.
Other	<ul style="list-style-type: none"> • Whilst every effort has been made to explain the key elements and responsibilities of assignments, this is not an exhaustive list each individual task undertaken may not have been identified. • All service providers are expected to be courteous to all colleagues, visitors, and telephone callers.
<p>Resonate will endeavour to make any necessary reasonable adjustments to the role and the working environment to enable access to opportunities for disabled job applicants.</p>	

Skills and Attributes of Freelance Tutors

Although not an exhaustive list, these are a few of the skills and qualities we would expect in all of our providers:

- ✓ be dedicated to children coming first, professional, hardworking, skilled and creative
- ✓ be a creative and talented musician with a natural ability to inspire young musicians to reach their potential
- ✓ be very well organised and able to build strong relationships with others;
- ✓ to have a passion for music and be able to instill that passion for music in young people
- ✓ have experience of teaching/directing to a high standard
- ✓ have excellent communication and listening skills
- ✓ be able to work independently, yet still represent the vision and ethos of a bigger organisation
- ✓ be reliable, flexible and punctual
- ✓ ability to set out plans to improve pupils' musical ability, including producing Schemes of work and Project/Lesson plans as required;
- ✓ an awareness of Safeguarding and Child Protection issues and evidence up to date training.

Policy Statement

This school has adopted the 'Safer School' approach and an ongoing culture of vigilance. We are committed to creating a safer environment in order to safeguard and promote the welfare of our students. We expect all staff, visitors and volunteers to share the same commitment.

We have in place measures that provide a safer environment for students which help to ensure that inappropriate or abusive behaviour is identified and dealt with at an early stage. This includes enhanced disclosure checks carried out on everyone having regular access to students and

- also checks on previous employment records
- checks with job referees
- checks on academic qualifications
- checks on health records and photographic identification
- all appointments are subject to the above checks and references
- all interviews include questions on candidate's child protection awareness.

Safer Recruitment

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence to offer (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity) to a barred individual.

All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

Any conditional offer of appointment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all checks.

St Joseph CMAT is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Where the post is engaged in regulated activity, and/or an opportunity for contact with children the position will be subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

How to apply

Application forms

- Please complete an enrolment form downloaded from the 'Vacancies' page of the Resonate Website. <https://www.resonatehub.co.uk/work-with-us/>
- Read our guidance on completing enrolment.
- Please also attach an accompanying letter of support, addressed to the Headteacher of the school, maximum of two sides of A4 Arial font 12, addressing the following points:
 1. Why you are interested in joining the Resonate Delivery Team.
 2. How you feel your experience and effectiveness to date make you suitable.
 3. Any particular areas of strength and expertise you have to offer.

Application deadline

Applications accepted on an ongoing basis.

Please email applications to:

recruitment@notredame.sjcmat.co.uk with 'Resonate Freelance Music Tutor Application' in the subject line.

Feedback

We always receive a large number of applications and unfortunately, we cannot provide feedback for applications. If you have not heard from us within three weeks of the above closing date, then please assume that on this occasion your application has been unsuccessful.