



Instrumental & Vocal Music Tutors

Sutton Music Trust

Hourly Rate: Self-Employed £35.18 p/h

Location: As required, London Borough of Sutton

Sutton Music Trust

Sutton Music Trust strives to help all children and young people across the borough to make, be inspired by, and celebrate the music that they love. We provide access to music in all its forms for the people of the London Borough of Sutton. We offer brilliant and affordable music tuition, opportunities to participate and excel in performance and we champion new and exciting forms of music. Sutton Music Trust is a charity subsidiary of Cognus Limited.

We welcome applications from music tutors on any instrument, including voice, technology-based music, composition, and songwriting. Sutton Music Trust is proud to be committed to hiring a diverse workforce.

Main Purpose

Sutton Music Trust's tutors deliver inclusive, inspirational, and high-quality music lessons/ rehearsals to children and young people. Music lessons are offered in school or out-of-school settings within the London Borough of Sutton. Tuition work may include teaching one-to-one, small groups, whole classes of pupils, working with musical groups and ensembles, and assisting with performances.

Principal Accountabilities

1. To inspire young musicians to develop a lifelong love of music-making.
2. To develop an inclusive, exciting, and stimulating environment for effective musical learning and teaching by:
 - a. Planning musical experiences that promote progression (including identifying short-, medium- and long-term planning goals) and demonstrate high expectations, including preparation and entry for graded music exams.
 - b. Selecting repertoire and resources representing a breadth of different musical styles and cultures and practitioners with diverse backgrounds.
 - c. Involving young people in the choices about their learning and musical journey.
 - d. Using the voice/ instrument to demonstrate effectively and with confidence.
 - e. Being sensitive to the needs of Gifted and Talented learners and those with Special Educational Needs and/or Disabilities. Differentiate your approach to involve learners of all abilities fully.
 - f. Providing timely, quality, and developmental feedback.
 - g. Regularly reflecting on your teaching practice, engaging with lesson drop in feedback and CPD offers, and seeking support when needed.
3. To evidence the effectiveness of your learning and teaching by:
 - a. Keeping accurate attendance registers.
 - b. Defining aspiring and achievable musical goals for students.
 - c. Keeping notes of planning and lesson preparation.
 - d. Regularly assessing student progress to inform planning and produce annual progress reports.
4. Communicate effectively with Sutton Music Trust team members, school music coordinators/ subject leaders, and parents/carers on student progress, engagement, and well-being.
5. Supervise children and young people during lessons and, where applicable, rehearsals and concerts (including break times), especially if the equipment is being moved.
6. To monitor and intervene to ensure a positive learning environment and positive discipline among students regarding their health and safety.
7. To arrive at your place of work with enough time to prepare the teaching/rehearsal area for each session, including setting out and tidying away instruments and equipment as required.
8. To carry out any other duties as may reasonably be required.
9. Understand, adhere to, and promote the Trust's policies in all areas, including Safeguarding Children, Data Protection, ICT, Health & Safety, Equality and Diversity.
10. To understand that it is everybody's responsibility to tackle discrimination against protected characteristics (as per the Equality Act) and promote tolerance, understanding and community cohesion.

General

Safer Recruitment: Sutton Music Trust is committed to safeguarding and protecting the children and young people it works with. An offer of employment is subject to safer recruitment practices, which include an enhanced DBS check, two professional references acceptable to Sutton Music Trust, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering five years and, fitness to work with children (occupational health assessment) and online checks. These checks must have been completed prior to the commencement of employment. We have a range of policies and procedures in place which promote safeguarding and safer working practices across the organisation.

Processing of Data:

1. You ("the employee") consent to the holding and processing of personal data provided by you to the Company ("the Company") for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Barring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.
2. You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.

This job description and person specification outlines the summary of key accountabilities. It is not an exhaustive list of duties and is subject to periodic review and changes in line with the business needs.

Person Specification

	Description	Criteria
a.	Qualification to degree level or equivalent professional qualification or experience in music or music education	D, S
b.	A high level of musical skill, good subject knowledge, and knowledge of approaches to learning and teaching	E, S, I
c.	Knowledge of and commitment to safeguarding children in education	E, S, I
d.	An understanding of what barriers children and young people might experience when accessing music education and how these might be overcome	E, S, I
e.	An understanding of current developments, issues, and initiatives in music education	D, S, I
f.	Experience in teaching/ leading music-making activities with children and young people	E, S, I
g.	Excellent people skills with the ability to communicate positively and effectively with children and young people, parents/carers, and colleagues	E, S, I
h.	The ability to inspire and enthuse children and young people within a positive learning environment	E, S, I
i.	A "can do" attitude to meeting the many challenges of developing music-making opportunities for children and young people	E
j.	Commitment to the aims and values of Sutton Music Trust	
k.	Honours and upholds the Company's Equal Opportunity Policy, Dignity at Work Policy, Safeguarding and Protection of Children, Health and Safety and Data Protection Policy at all times. Understanding of confidentiality, GDPR and information governance issues and how these are observed and maintained.	E

Key		D	Desirable	I	Evaluated at interview
E	Essential	S	Shortlisting Criteria	T	Subject to test

Date of review: Sept 25

Next Review: Aug 2026