

Role description and person specification

Role Title:	RSCM Tutor
Responsible to:	Deputy Director (Education and Mission Delivery)
Primary contact:	Education Administration Manager/RSCM Area Teams
Role purpose:	To deliver on an occasional basis the content of sessions as detailed in the Education Plan, at the request of the Education Department.
Remuneration:	Payment per session delivered. Tutors are engaged on a contract-for-services basis and must confirm that they are responsible for their own tax arrangements.
Role subject to:	Enhanced DBS disclosure (or equivalent check for Scotland and Ireland as appropriate); Confidential Self Declaration; completion of an RSCM-approved online safeguarding course; acceptance of the Codes of Conduct

As an RSCM tutor, you will deliver sessions from the new portfolio menu of education courses and help us shape and improve future content by providing us with feedback. Through your work, you will provide direct support, teaching, training and instruction to RSCM members and help the RSCM to spread, develop and build its reputation as a key provider of relevant, high-quality training.

Our expectation is that RSCM tutors will run multiple events, which may be attended by both adults and children.

General responsibilities

- To ensure that you are fully conversant and compliant with the RSCM's safeguarding policy and procedures.
- To ensure that all documentation related to events is stored securely, and according to any guidelines supplied by the RSCM. Ensure all confidential material you are given is treated as such and destroyed securely at the end of each event.
- To respond within a reasonable period of time to communication from the RSCM and to give warning of any unavailability in good time.
- To uphold the good reputation of the RSCM in all communications and public contact, including on social media, bringing any concerns to RSCM Education. A Code of Conduct is provided in the Tutor Handbook.

Role specific responsibilities

- To prepare sessions appropriately, including becoming familiar in advance with the session plan and any accompanying resources.
- To liaise in a timely manner with the person/people responsible for the running of the event.
- To direct/lead the event according to the session plan.
- To work with those responsible for the running of the event to implement the required safeguarding and health and safety practices and procedures.
- To submit an invoice promptly following the event.
- To offer feedback on event content, when requested.
- To engage positively with opportunities for discussion with other Tutors and RSCM staff, and opportunities for professional development.

Please note that it is not permitted for tutors to accept private pupils from among the students on RSCM courses/events, unless invited so to do by RSCM Education.

Person specification

Someone in this role must:

Knowledge/skills

- be an experienced professional or amateur musician, with skills, qualifications and experience appropriate to the role and academic strand
- have experience of teaching and training adults and (ideally) young people, and know how to adapt their teaching style according to the different abilities and experience of event attendees
- be comfortable leading events in person and online, and have access to a reliable internet connection
- be involved in ongoing paid or voluntary work which requires and develops a similar set of skills
- have an instinctive understanding of the basics of safeguarding, and matters relating to health and safety, and an appreciation of their importance
- understand the limitations of their role, and be able to judge when a question or issue must be escalated
- be able to confidently communicate, complete admin and undergo training in an online environment

Personal qualities

- understand and be in sympathy with the aims and ethos of the RSCM
- be flexible and willing to adapt personal teaching style to fit the stated aims and content of the session
- be a team player, willing to work collaboratively with others, and open to learning from fellow tutors and RSCM staff
- be professional in manner and teaching style, but friendly and approachable
- be sympathetic to the challenges and opportunities faced by amateur musicians in local contexts
- be able to give enough time prior to each event to complete the required preparation