

## Job Description – FEMALE MUSIC AND MEDIA FREELANCE TUTOR



### ICM

Ipswich Community Media (ICM) is a grassroots based organisation that delivers quality flexible learning, events, media engagement, and community based projects that are responsive to the needs of our local community.

ICM is staffed by a committed and skilled team of project managers, volunteers and assistants that have many years' experience of delivering learning and community engagement to the most disenfranchised in our local community.

We focus on giving the community a voice and offer the opportunity to develop skills and help make a difference at a local level. We have a varied and engaging schedule of activities that aims to meet the needs of the hardest to reach in Ipswich and beyond.

Through learning courses and creative engagement ICM ensures a genuine inclusivity right to the heart of our wider, diverse community, meaning we can address crucial local issues through a range of innovative and engaging methods. All our projects are participant led.

ICM works in partnership with Ipswich Online (IO) Radio and offers a fresh and new approach to radio, based in the Ipswich area, with a brand new studio built for the 21st Century. We also work with Out Loud Music to provide exciting and innovative music and video based workshops utilising the latest technology to engage and develop young people from diverse and disadvantaged backgrounds. Through innovative and engaging methods we are able to boost self-esteem, interpersonal, social skills, group working and provide pathways to employment and volunteer opportunities. We do this via offering an equal access to media, music and learning regardless of ability, race, social and economic background.

**Job:** FEMALE MUSIC AND MEDIA FREELANCE TUTOR

**Salary:** Competitive

**Hours:** Variable

**Overall purpose of the post**

To deliver positive music and media sessions for young people between 11 and 25, who have previously had difficulties engaging. A female tutor is required due to some of the female beneficiaries who it wouldn't be suitable for to work with males, although the successful candidate would also be working with male beneficiaries. This position requires an individual who is passionate about making a change to our local community, but in particular the lives of young people.

**Accountability**

The post holder will be accountable to the ICM Project Manager – Alicia Durbin (Lish)

**Duties**

1. Teach on the required courses and projects delivered, by ICM, and contribute to the development of existing and new innovative provision.
2. Maintain an open, non-judgemental view of the young people throughout.
3. Deliver sessions which will develop the ideas and practical skills of the young person in such a way that it remains participant-centred.
4. Support the participant to recognise and build on their sense of achievement through the work that is produced.
5. Seek feedback on an ongoing basis both formally and informally, and using this feedback to further refine the session delivery.
6. Positively challenge any negative words, thoughts, feelings or expressions around either the participant themselves or others.
7. Complete the administrative work associated with tutoring efficiently and effectively, including completion of registers, ILPs, learner tracking and monitoring documentation and various forms of learner report.
8. Keep abreast of developments in the specialist field/subject area of music and media, especially in the theory and practice of education, the use of ILT and other resources to stretch and challenge and meet learner's individual needs.
9. Participate fully in staff learning and development activities, including teaching, learning and assessment practices and lesson observation as part of coaching/tutoring for learners, and undertake training or re-training as required.
10. Participate in any necessary induction activities for new learners
11. Be an active course team member and participate fully in meetings, staff learning and development training sessions, conferences, seminars, open evenings and learner assessment/progression events and self-assessment in addition to teaching and administrative responsibilities
12. Work flexibly, which may include teaching evening classes.

13. Be available to assist in other events for schools, colleges, and other providers including extra enrolment activities, Open Events, which may require working some evenings and very occasional weekends.
14. To have a duty of care to yourself and others regarding Safeguarding and Health and Safety issues and ensure that Policies and Procedures are implemented.
15. To actively promote Equality & Diversity policies, ensuring promotion of E&D in all sessions and activities.
16. To actively promote ICM's Safeguarding policy and be aware of your responsibilities to report concerns.

The job description gives an outline of key duties and is not intended to be an exhaustive list. The post holder may be asked from time to time to take on other responsibilities as reasonably requested by the Project Manager.

## **Person Specification**

### Essential

- Proven experience of music and media teaching
- Proven ability and experience of working with young people, in particular hard to reach young people.
- Passion for working towards change in our local community
- An excellent understanding of Safeguarding. The successful candidate will be required to complete Level 2 Safeguarding training if not in receipt of an up to date certificate.
- Able to motivate and encourage young people to progress
- Excellent communication skills, encompassing compassion and empathy.
- To be flexible with availability for sessions including occasional evening work.
- An ability to service the travel requirements of the post

Desirable

- Music/Media qualification.
- Youth work qualification
- Experience of working in the third sector

For an informal chat about this position, please call Alicia Durbin on (01473) 852552

**To apply for this post please send CV and covering letter to [alicia@ipswichcm.org.uk](mailto:alicia@ipswichcm.org.uk)**

**Application deadline:** Friday 7th February 2020

**Interview Date:** Friday 14<sup>th</sup> of February 2020