



Expectations, Roles and Responsibilities

1. The Role and Responsibilities of the Halton & Warrington Music Support Service (HWMSS) Tutor

- 1.1. To implement and develop a suitable scheme of work in relation to the needs, ability, expectations and interests of each pupil.
- 1.2. To provide tuition appropriate to pupils' needs and abilities.
- 1.3. To keep an up-to-date register of pupil attendance for Whole Class Instrumental Tuition, small group and 1-1 tuition.
- 1.4. To keep a record of pupil progress and achievement; this supports and contributes to an annual pupil profile and is linked to the DfE annual data return.
- 1.5. To advise on and where appropriate, contribute to, the school music activities and events ensuring that pupils are encouraged to perform on a regular basis. There should be a performance opportunity for Whole Class Instrumental Tuition pupils at least once per term.
- 1.6. To provide opportunities for pupils to make and respond to music together, in the school, with other Halton and Warrington Schools and specific HWMSS organised events in line with the National Plan for Music Education.
- 1.7. To recruit and encourage pupils to take part in school-based ensembles.
- 1.8. To ensure every child's special educational needs are met, schools should ensure that HWMSS tutors have access to pupils' statements of special educational needs (SEN) and/or individual education plans (IEPs) when applicable.
- 1.9. HWMSS tutors will conduct themselves professionally in line with the HWMSS handbook and the policies therein.

2. Safeguarding

- 2.1. All HWMSS tutors will have been interviewed by the HWMSS strategic team according to the guidelines and procedures outlined for the recruitment of HWMSS tutors.
- 2.2. All HWMSS tutors have been subject to the Disclosure and Barring Service (DBS) checking procedures (including subscribing to the DBS Update Service), 2 references and eligibility to work checks. All HWMSS tutors will carry official identification badges when on school premises. HWMSS will provide schools with each tutor's Safeguarding Verification Document at the start of the academic year or when tuition commences.
- 2.3. HWMSS tutors undergo Safeguarding Training on an annual basis. Copies of Level 1 Safeguarding Training certificates can be obtained directly from tutors or via the HWMSS office.
- 2.4. Tutors should be made aware of the designated safeguarding officer in school and procedures to be followed should a safeguarding issue arise. If an issue does arise HWMSS' designated safeguarding officer should also be contacted.
- 2.5. HWMSS' safeguarding policy (and all other policies) is available to schools and tutors upon request.

3. Accommodation and Facilities

- 3.1. HWMSS tutors will require suitable accommodation and facilities according to the size and needs of the group receiving tuition, including sufficient adjustable music stands, good lighting, ventilation and heating, access to the internet and/or Charanga, the use of a magnetic white board, and where possible, a piano or keyboard (essential for the Gospel programme) and a good quality CD/mp3 player.
- 3.2. For any Whole Class Instrumental Tuition, a member of school staff should work alongside HWMSS tutors each week. Not all tutors have QTS and so it is important that this member of staff remains as the support for the duration of the programme and retains overall responsibility for behaviour management.
- 3.3. Whole Class Instrumental Tuition should be actively supported by the class teacher as an additional CPD opportunity. We do not cover PPA time.
- 3.4. It is good safeguarding practice for schools to provide a tuition room with a window. HWMSS tutors attending the school for a full morning/afternoon would welcome a coffee/tea break at the discretion of the school and made to feel they are part of the general school staff.

4. Number and Duration of Sessions

- 4.1. Subject to paragraph 9, HWMSS will provide 35 tuition sessions from the beginning of the Autumn term to the end of the Summer term (or pro rata if tuition starts part way through the academic year).
- 4.2. Schools should provide HWMSS tutors with term, INSET, SATs and planned school trip dates at the beginning of the academic year.
- 4.3. HWMSS tutors, in relation to an individual pupil's needs, experience, stage and instrument, will provide appropriate advice regarding the duration of small group and individual lessons.
- 4.4. Small Group Tuition will either be 2 pupils sharing for 20 minutes or 3 pupils sharing for 30 minutes.
- 4.5. All Whole Class Instrumental Tuition projects have a maximum of 32 children unless stipulated.
- 4.6. It is HWMSS' policy that Whole Class Instrumental Tuition lessons are 60 minutes long. Any changes to this policy will need to be discussed with HWMSS.
- 4.7. A minimum of a term's notice will be required for any reduction in tuition time. Any increase in time will be by negotiation. This must be in writing to the HWMSS office.

5. Provision of Instruments for Instrumental Tuition

- 5.1. Subject to availability, and where appropriate, HWMSS may arrange for the loan of instruments to support the delivery of Small Group and Individual Tuition.

6. Planning, Pupil Assessment and External Music Examinations

- 6.1. HWMSS tutors are responsible for long, medium and short-term planning.
- 6.2. HWMSS tutors will keep continuing records of pupil progress and achievement utilising the 'Stepwize' software programme.
- 6.3. For Small Group and Individual Tuition pupil progress will be tracked against HWMSS' Levels of Attainment. Certificates and pin badges for completing Levels of Attainment will be issued in February and July.
- 6.4. For Whole Class Instrumental Tuition pupil progress will be tracked against HWMSS' Instrumental Learning Ladders.
- 6.5. Levels of Attainment and Learning Ladders are available to schools on request.
- 6.6. Using HWMSS' Able, Gifted and Talented Policy, tutors will identify pupils showing musical talent and promise and signpost them to inspirational and aspirational opportunities.
- 6.7. HWMSS will provide an annual written report for all pupils engaged in Small Group and Individual Tuition according to the following schedule:

- 6.7.1.1. Autumn Term – Years 6, 9, 11, 12 & 13
- 6.7.1.2. Summer Term – KS1, Years 3, 4, 5, 7, 8 and 10.

- 6.8. As and when appropriate, pupils will be recommended for external examinations. HWMSS will not fund the examination fee. HWMSS may co-ordinate special visits during the Summer Term for the following exam boards: ABRSM and RockSchool.
- 6.9. Tutors must be provided with a class register and, as appropriate, details of the special educational needs of any pupils.

7. Pupil Music-Making Opportunities

- 7.1. HWMSS regards taking part in ensemble work as an integral part of the learning process and HWMSS will recommend and encourage pupils to take part in a range of appropriate music-making activities, in the school, through the HWMSS area music activities, the Borough wide groups, specific HWMSS events and those provided in the wider community and by HWMSS' partner ensembles.

8. Financial Arrangements

- 8.1. HWMSS will issue invoices for Small Group and Individual lessons and after school clubs (not including Replay).
- 8.2. Invoices will be issued at the start of each term. Any missed or additional tuition will be subtracted or added to the following term's invoice.
- 8.3. Invoices must be paid within 30 days of date of issue.
- 8.4. The Accent Music Education Hub is responsible for invoicing schools for Whole Class Instrumental/Vocal Teaching.

9. Cancelled or Postponed Lessons

- 9.1. Where lessons are missed through the fault of HWMSS (eg a tutor's illness), the school should, where possible, be prepared to accept a tutor on an alternative date so that the agreed number of sessions may be made up to the maximum of 35.
- 9.2. An HWMSS tutor reserves the right to, where appropriate, provide the school with a suitably experienced and vetted substitute.
- 9.3. Postponed lessons: Although not guaranteed, it may be possible for the HWMSS tutor to change the time or day to accommodate a school closure or a pre-planned school class event. However, **at least 2 weeks' notice** should be given to the tutor and, **if it is not possible, it will count as a spent lesson**.
- 9.4. Cancelled lessons: If less than 2 weeks' notice is given the lesson will be considered cancelled and will be charged. Where a school has to cancel a lesson as a result of exceptional circumstances (eg adverse weather conditions, ie where the school has closed) the lesson will count as a spent lesson and will be charged.

10. Quality Assurance – HWMSS/School Responsibilities

- 10.1. All school will be actively encouraged to evaluate the quality and effectiveness of HWMSS tuition through participating in joint lesson observations with the HWMSS strategic team.
- 10.2. There will be regular meetings for HWMSS tutors. It is an expectation that HWMSS tutors engage with the QA process and attend planned meetings.
- 10.3. The school, the HWMSS tutor or a member of the HWMSS strategic team can request further visits and consultations.

- 10.4. Schools will not approach HWMSS tutors with a view to employing them on a separate basis, nor will HWMSS tutors solicit schools with a view to not continuing tuition through HWMSS.
- 10.5. Whilst tutoring in a school, HWMSS tutors are responsible to the Head Teacher, or the Head Teacher's designated representative.
- 10.6. HWMSS highly values requests and comments from schools. Where it is not appropriate to raise any requests, comments or complaints with the HWMSS tutor, they should be referred to the Strategic Director of HWMSS.

11. Resolving Disagreements Arising from HWMSS Tuition

- 11.1 In the event of a complaint arising from any issue concerning HWMSS tuition, details of the complaint should be made in writing from the Head Teacher of the school to the Strategic Director of HWMSS outlining the nature of the complaint as fully as possible. Every endeavour will be made to rectify the complaint through negotiation, however, if the complaint is upheld HWMSS will refund the schools for any missed lessons and the agreement be terminated by mutual agreement.