

## Disgrifiad Swydd

Teitl y Swydd	Tiwtor Cerdd (Llinynnau/Piano/Theori)
Gwasanaeth	Ysgolion a Diwylliant
Graddfa	Soulbury Gradd 1
Pwynt/iau Cyflog	1
Cyflog	£40,540 pro rata
Pwrpas y Swydd	Hyfforddi a hyrwyddo manteision dysgu offerynnau cerdd a'r mwynhad o chwarae'r offeryn yn unigol ac o fewn grŵp.
Lleoliad	Canolfan Rheidol, Aberystwyth / Ysgolion amrywiol
Oriau Gwaith	12 awr yr wythnos
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Rheolwr Gwasanaeth Cerdd
Cyfrifoldebau Goruchwylio / Rheoli	
Atebolrwydd	Rheolwr Gwasanaeth Cerdd
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Mae diogelu ac amddiffyn plant yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi plant a phobl ifanc bregus er mwyn sicrhau eu bod mor ddiogel â phosibl. Rydym ni a'n sefydliadau addysgiadol yn cydnabod bod plant a phobl ifanc a'r hawl i gael eu hamddiffyn a byddwn yn cymryd camau i ddiogelu'u lles. Disgwylir i bob aelod staff a gwirfoddolwr rannu'r ymrwymiad hwn a byddwn yn gofyn am Wiriad Manylach y Gwasanaeth Datgelu a Gwahardd (DBS), sef y CRB gynt.

## Dyletswyddau a chyfrifoldebau

- Darparu hyfforddiant cerddorol rhagorol i'r disgyblion
- Sicrhau cynnydd disgyblion unigol neu grwpiau o ddisgyblion yr ydych yn gyfrifol amdanynt
- Darparu cefnogaeth ac arweiniad i ddisgyblion o fewn arbenigedd cerddorol arbennig
- Cofnodi cynnydd cerddorol a'r camau nesaf i'r disgyblion
- Cyfathrebu yn effeithiol gydag ysgolion a rhieni/gwarcheidwaid
- Cyfathrebu yn effeithiol gyda chydweithwyr, y Rheolwr Cerddoriaeth a gweithwyr y Cyngor a Gwasanaethau Ysgolion
- Sicrhau paratoadau a threfniadau effeithiol ar gyfer unrhyw arholiadau cerdd allanol.
- Cyflawni dyletswyddau sy'n berthnasol i lwyfannu digwyddiadau cerddorol megis ensembles, cerddorfeydd a chorau
- Sicrhau bod ystod eang o randdeiliaid yn gallu elwa o brofiadau cerddorol
- Cynorthwyo ysgolion i baratoi ar gyfer digwyddiadau, cyngherddau neu gynyrchiadau
- Perfformio fel rhan o daith staff o amgylch ysgolion
- Cynnig cyngor proffesiynol i rieni/gwarcheidwaid ynglŷn â phrynu neu logi offerynnau ynghyd ag yswiriant
- Cymryd rhan mewn unrhyw ddigwyddiadau datblygiad proffesiynol
- Parchu ac ymgysylltu'n gadarnhaol â disgyblion bob amser
- Cyfrannu'n weithredol ac yn gadarnhaol at gyfarfodydd a datblygiad y gwasanaeth cerdd
- Cydymffurfio â'r holl weithdrefnau sy'n ymwneud ag amddiffyn plant, iechyd, diogelwch a diogeledd, cyfrinachedd a diogelu data, gan adrodd am unrhyw bryderon fel y bo'n briodol.
- Ymgymryd â dyletswyddau eraill sy'n rhesymol ac sy'n gymesur â'ch gradd/lefel yn yr Awdurdod

Cyfeirnod at Ddibenion Gwerthuso Swyddi

## Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Meddu ar gymhwyster cerddorol cydnabyddedig	
Sgiliau Ieithyddol Cymraeg	Gwranddo/Siarad: <b>Lefel 3</b> Darllen: <b>Lefel 2</b> Ysgrifennu: <b>Lefel 2</b>	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad
Sgiliau Ieithyddol Saesneg	Gwranddo/Siarad: <b>Lefel 3</b> Darllen: <b>Lefel 2</b> Ysgrifennu: <b>Lefel 2</b>	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd: ar apwyntiad
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> <li>• Y gallu i ddangos brwdfrydedd a sicrhau ymrwymiad y disgyblion</li> <li>• Sgiliau cyfathrebu clir</li> </ul>	
Profiad Hanfodol		
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd		

Dymunol	
Cymwysterau / Hyfforddiant	Diploma perfformio a/neu brofiad o chwarae yn broffesiynol
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> <li>• Yn gallu ysgogi eich hun ac yn gallu blaenoriaethu eich amser gwaith yn effeithiol</li> <li>• Dangos parodrwydd i gymryd rhan mewn cyfleoedd Datblygiad Proffesiynol</li> <li>• Parodrwydd i weithio oriau anghymdeithasol</li> </ul>

## Job Description

Post Name	Music Instructor (Strings/Piano/Theory)
Service	Schools and Culture
Grade	Soulbury Grade 1
Spinal Point/s	1
Salary	£40,540 pro rata
Job Purpose	To provide tuition and to promote the benefits of learning a musical instruments and the enjoyment of playing the instrument individually and within a group
Location	Canolfan Rheidol, Aberystwyth / Various Schools
Hours of Work	12 hours per week
Type of Contract	Part-time
Contract Duration	Fixed Term
Line Managers Job Title	Music Service Manager
Supervisory/Managerial Responsibilities	
Accountability	Music Service Manager
Contractual Terms Associated with the Post	<p>Safeguarding and child protection are key priorities for us. We aim to support vulnerable children and young people to ensure they are as safe as they can possibly be. We and our educational establishments acknowledge that children and young people have a right to protection and will take action to safeguard their welfare. Each member of staff and volunteer is expected to share this commitment, and we will require an Enhanced Check by the Disclosure and Barring Service (DBS), formerly CRB.</p>

## Duties and Responsibilities

- Provide excellent musical training for pupils
- Ensure the progress of individual pupils or groups of pupils for whom you are responsible
- Provide support and leadership to pupils within a particular musical specialism
- Record the musical progress and the next steps for pupils
- Provide effective communication to schools and to parents/ guardians
- Effective communication with co-workers, the Music Manager and employees of the Council and Schools Services
- Ensure effective preparation and arrangements for any external music exams.
- Carry out duties relevant to the staging of musical events such as ensembles, orchestras and choirs
- Ensure that a wide range of stakeholders are able to benefit from musical experiences
- Assist schools in preparing for events, concerts or productions
- Perform in the staff tour of schools
- Offer professional advice to parents/guardians regarding purchase or hire of instruments together with insurance
- Participate in any professional development events
- To respect and positively engage with pupils at all times
- Actively and positively contribute to the meetings and development of the music service
- Comply with all procedures relating to child protection, health, safety and security, Confidentiality and data protection, reporting any concerns as appropriate.
- To undertake such other duties as may reasonably be required of you commensurate with your grade/level in the Authority

Job Evaluation Post Ref

## Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Hold a recognised musical qualification.	
Welsh Linguistic Skills	Listening/Speaking: <b>Level 3</b> Reading: <b>Level 2</b> Writing: <b>Level 2</b>	The Welsh linguistic skills noted are required on appointment
English Linguistic Skills	Listening/Speaking: <b>Level 3</b> Reading: <b>Level 2</b> Writing: <b>Level 2</b>	The English linguistic skills noted are required on appointment
Practical and personal skills	<ul style="list-style-type: none"> <li>Ability to demonstrate enthusiasm and ensure pupils' commitment</li> <li>Clear communication skills</li> </ul>	
Required Experience		
Training/education required to be undertaken for the post/worked towards		

Desirable	
Qualifications / Training	Performance diploma and / or experience of playing in the profession
Practical / Personal Skills	<ul style="list-style-type: none"> <li>Self motivated and can prioritise own work time effectively</li> <li>Demonstrates a willingness to engage in Professional Development opportunities</li> <li>Willingness to work unsociable hours</li> </ul>