

Service Specification for Music Services

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1. Introduction

- 1.1 This specification is for the provision of peripatetic music teaching and tuition in the London Borough of Haringey
- 1.2 The borough is seeking to procure a diverse range of lessons and tuition via a Dynamic Purchasing System (DPS) to achieve
 - a) An efficient, compliant procurement process for Haringey's Music Service (HMS)
 - b) Best value for the Borough, taking into consideration cost and quality of service
- 1.3 HMS coordinates individual, group and whole class instrumental and vocal music tuition in Haringey's 63 primary and 12 secondary schools. HMS organises concerts, festivals, conferences and concert tours locally, regionally and around the world, enjoying an excellent reputation for its quality, inclusivity and originality. Haringey Music Service is a vibrant and busy organisation through which young people are nurtured and encouraged to build on their musical ability and experiences, and strengthen their skills, knowledge, understanding and appreciation of music as an art form.
- 1.4 In order to be considered for the DPS you will be proficient in your instrument(s) to at least grade 8 and must offer one or all of the following:
 - Whole class instrumental teaching (WCIT) leader or support

- Individual teaching
- Group teaching
- Short intensive courses for school children learning musical instruments

1.5 The DPS shall be divided into the following service categories (each being a 'Service Category')

- Brass
- Percussion
- Strings
- Vocal
- Woodwind
- Keyboard
- Guitar

2. Service specific requirements

- 2.1 You are required to maintain records of pupil attendance keep in touch with parents via Pupil Progress Books and fill in the end of term assessment sheets in those books or write individual reports as requested by the school.
- 2.2 Any period of consultancy with the Service will be of sufficient length to deliver 10 evenly spaced lessons within a school term, unless specifically agreed with the Service for particular circumstances.
- 2.3 Lessons will take place in schools on a day and time arranged between the teacher and the school, except for after school lessons offered on a borough wide basis, which may be organised by the Service on behalf of the teacher.
- 2.4 Teachers are treated as self-employed and no income tax will be deducted. You will be responsible for your own National Insurance contributions and Haringey Council will declare payments to the appropriate authorities on request.
- 2.5 Teachers will be required to comply with the relevant legislation concerning DBS disclosure for those working with children.

- 2.6 Self-employed tutors are required to show evidence of Public Liability Insurance cover (up to £3 million). *If you are a member of a trade union, this type of cover may be included in your annual subscriptions.*
- 2.7 All teachers are required to attend an annual 90-minute Safeguarding Children briefing provided by HMS as part of their induction programme. An attendance log will be kept centrally.

3. General Rules Regulations and Procedures

3.1 Codes of conduct; It is expected that all teachers should:

- 3.1.1 Arrive for teaching punctually
- 3.1.2 Treat all children equally and with respect and dignity
- 3.1.3 Always give constructive and enthusiastic feedback, never negative criticism
- 3.1.4 Refrain from smoking in Haringey schools
- 3.1.5 Refrain from using mobile phones while teaching except in emergencies
- 3.1.6 Never arrive to work under the influence of alcohol or drugs
- 3.1.7 Behave in a professional manner towards pupils, parents, HMS staff and all schools staff
- 3.1.8 Not give or accept valuable gifts to/from pupils
- 3.1.9 Not take a pupil in your car without an escort and appropriate insurance
- 3.1.10 Not make any attempt to recruit pupils for private teaching or activities not organised by HMS without written permission from the head of HMS
- 3.1.11 Not give lessons off school premises unless in exceptional circumstances and with permission from HMS
- 3.1.12 Not write to parents or pupils, apart from hand written comments in the Pupil Progress Books, without first clearing the correspondence with HMS or the head teacher/head of music in the school

3.2 Pupil Progress Books

- 3.2.1 Pupil Progress Books are used to communicate with pupils and parents and should provide a record of progress and attainment

- 3.2.2 Ensure all details are filled in, especially lesson times, dates, number of lessons as well as information about when you will start lessons the following term
- 3.2.3 Comments should be entered after each lesson – pupils may assist in this.
- 3.2.4 Changes to teaching times/days should be recorded in the book
- 3.2.5 Any music that is required should be noted here
- 3.2.6 The assessment page MUST be completed at the end of each term – discuss this with the pupil in their final lesson of each term.
- 3.2.7 Details of weekly ensembles are on the back page. Pupils should be encouraged to attend the appropriate ensemble.

3.3 **Instruments and Music**

- 3.3.1 HMS hires instruments directly to pupils where needed. Parents must make individual arrangements to come to the Music Service to collect or return these.
- 3.3.2 Teachers are not to issue or reallocate instruments on behalf of HMS
- 3.3.3 Keep a record of the pupil's instruments on your register, stating whether owned or hired as well as serial numbers. Check instruments regularly for damage.
- 3.3.4 Most instruments can be purchased through the 'Instrument Purchase Scheme' (VAT exempt) – details can be obtained from the HMS office
- 3.3.5 Parents must be informed of the precise detail of any music required for lessons eg title/publisher/cost. Parents must pay for any music required – do not give out photocopies of copyright material, as this is illegal. In some circumstances photocopying is acceptable: Please check <https://www.cla.co.uk/schools-printed-music-licence> for guidance

3.4 **Pupil Absence**

- 3.4.1 Lessons missed by the pupil – ie they forget/away ill – do not necessarily have to be made up however it is your responsibility to make every effort to locate the pupil. Please use your own initiative

to ensure pupils get their full quota of lesson time each term wherever possible.

- 3.4.2 Parental communication – Parents are asked to give you three weeks written notice of any known absences. In these circumstances, lessons should be rearranged. Payment will be made for the rearranged lesson, not the missed lesson. If you are unable to make up the lesson the parent will be entitled to a refund and you will not be paid for that lesson. Parents should be informed by phone and/or the Pupil Progress Book.
- 3.4.3 School communication – Schools are advised to inform teachers at the start of term of any dates when their usual teaching will not be possible. If the school makes subsequent arrangements that affect your teaching they are advised to give you at least one weeks' notice, although occasionally there may be circumstances when this is not possible. If a school fails to let you know in advance and you are told on arrival that you cannot teach, you may be able to claim an inconvenience payment of £30 and arrange a subsequent visit to make up the lesson for which you would be paid as normal. HMS reserves the right to make the final decision as to whether an inconvenience payment is appropriate.
- 3.4.4 Extreme weather – When the weather is extreme (eg 'snow days') teachers should contact the school before attempting to attend. Inconvenience payments will not normally be made under these circumstances. Teachers will be asked to arrange an alternative date on which to give the lessons.

3.5 **Teacher Absence**

- 3.5.1 HMS is obliged to provide 10 lessons per term; all lessons must be made up if you are absent.
- 3.5.2 Teachers **MUST** inform HMS and the school if they are unable to teach.
- 3.5.3 If absence is known in advance teachers should use the Pupil Progress Book to inform pupils/parents and schedule the next lesson.

- 3.5.4 Use of deputies is permitted on the basis that the deputy has passed the DPS accreditation and enrolment process. Use of deputies must be arranged in advance through HMS and confirmed in writing.

4. Safeguarding/Child Protection

4.1 Policy Statement

- 4.1.1 HMS is committed to ensuring that its functions are carried out with a view to safeguarding and promoting the welfare of children
- 4.1.2 HMS is committed to providing a caring, positive, safe and stimulating environment, which promotes the creative, social, physical and moral development of the individual child
- 4.1.3 HMS recognises that all staff including peripatetic teachers have a full and active part to play in protecting pupils from harm.
- 4.1.4 HMS is committed to following Local Safeguarding Children's Board (LSCB) procedures.
- 4.1.5 HMS has a designated 'safeguarding children' member of staff – Nick Walker, 020 8489 8964 nick.walker@haringey.gov.uk
- 4.1.6 All schools have a designated member of staff to deal with safeguarding children/child protection issues.

4.2 If you have concerns

- 4.2.1 If you have any concerns over a child you should contact both the designated member of HMS staff and school staff as soon as possible
- 4.2.2 It is the responsibility of the designated person to adhere with Haringey's Safeguarding Children Policy

4.3 In the event of a disclosure

- 4.3.1 It is possible that a child who has suffered abuse will confide in you. This is called a disclosure and is something you should be prepared for and approach carefully. The following guidelines should be taken into consideration.
- 4.3.2 Remain calm and act with tact and sympathy
- 4.3.3 Listen carefully and treat the pupil seriously

- 4.3.4 Allow the person to tell you at their own pace, try not to interrupt and ask questions only for clarification.
- 4.3.5 Do not ask leading questions that suggest a particular answer. e.g. 'Did they do to you?' Open questions should only be used e.g. 'What happened?'
- 4.3.6 Do not promise to 'keep it a secret.' Tell the person that you will need to share the information with others. Make it clear that you will only tell the people who need to know and should be able to help.
- 4.3.7 Reassure the person 'they did the right thing 'in telling someone.
- 4.3.8 Tell the person what you are going to do next.
- 4.3.9 If the child appears to be in need of immediate medical treatment resulting from a suspected child abuse incident, notify the designated member of staff in the school and follow school Health & Safety procedures.
- 4.3.10 As soon as possible make a full record of what has been said using the person's own words. Distinguish clearly between fact, observation, allegation and opinion. Note the date, time and names that were involved or mentioned and who you are passing the information on to. Date and sign the record.
- 4.3.11 Contact the HMS designated Safeguarding Children officer and the member of staff at the school designated to deal with Safeguarding as soon as possible.
- 4.3.12 Staff should be aware that the way in which they talk to a child could have an effect on the evidence which is put forward if there are subsequent criminal proceedings. Therefore:
- 4.3.13 Don't make assumptions or interpretations or make suggestions or offer alternative explanations that could be described as 'coaching'.
- 4.3.14 Staff should be aware that the notes they make may be disclosable in any subsequent prosecution. Staff may also be called to give evidence in court proceedings and may be asked to refer to their notes.

- 4.3.15 Do not attempt to investigate any suspicion of abuse. It is not your responsibility to decide whether a person is being abused but we are asking you to act on your concerns immediately.
- 4.3.16 Respect confidentiality, and only pass information on to those who 'need to know'.

4.4 **Safe Working Spaces**

- 4.4.1 In order to make your work place as safe as possible please read the following guidelines: Please note these guidelines are in place to keep children safe and to minimise the risk of unfounded allegations being made against members of staff.
- 4.4.2 Always sign in when you arrive at a school
- 4.4.3 Do not teach in a room that has no windows.
- 4.4.4 Make sure a timetable is clearly displayed somewhere in the school so that it is very clear who you are teaching and where you are teaching them. If this changes, please place a new notice where the timetable is displayed.
- 4.4.5 Place yourself by a window when teaching rather than tucked away in a corner.
- 4.4.6 Communication with pupils by mobile phone is not appropriate unless you have written permission from the parents/ carers.
- 4.4.7 Do not communicate with your pupils via internet social networking (Facebook etc) or via email.
- 4.4.8 When phoning a pupil's home always ask to speak to the parent.
- 4.4.9 Be aware that physical contact with a child or young person may be misinterpreted. You should maintain a safe and appropriate distance from children.
- 4.4.10 If you become involved in any situation with a child that concerns you inform the school and the designated Safeguarding Children officer at HMS as soon as possible.
- 4.4.11 If you are ever involved in any situation where a child is accidentally hurt, you must follow the school procedures for reporting the incident to staff and parents

- 4.5 **Please consult the full HMS Safeguarding policy - hard copy available in HMS reception or available to download at www.demand.sproc.net**

5. Health and Safety

- 5.1 In line with Haringey Council procedures it is the duty of any staff carrying out functions on behalf of the local authority to:
- 5.1.1 Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omission at work and as regards any duty or requirement imposed on them, to co-operate with the local authority as far as is necessary to enable that duty or requirement to be performed or complied with.
- 5.2 All HMS teachers should become familiar and comply with the Health and Safety procedures within the schools they work. This includes:
- 5.2.1 Knowing the location of fire extinguishers nearest to their workspace
- 5.2.2 Knowing the emergency evacuation procedure
- 5.2.3 Reporting and recording accidents and incidents
- 5.2.4 Knowing who to go to for first aid.
- 5.2.5 Signing in and out of school via a visitor book.
- 5.2.6 Informing any relevant school/ HMS staff if they have identified or suspect: - an untoward incident, dangerous or hazardous working conditions or practices, a breakdown or malfunction of equipment and the presence of any dangerous substance detrimental to the workforce.
- 5.2.7 Ensuring that all incidents/ accidents are reported to relevant school /HMS staff and all reasonable actions are taken to prevent accidents to themselves and others

6. Whistleblowing

- 6.1 HMS recognises that children cannot be expected to raise concerns in an environment where members of staff fail to do so.
- 6.1.1 All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

- 6.1.2 **Please consult the separate HMS whistleblowing policy – hard copy available in HMS reception or available to download at www.demand.sproc.net**

7. Equalities

7.1 Equality of opportunity is a core value and key policy of Haringey Council.

7.2 Policy Statement:

- 7.2.1 HMS in accordance with borough policy seeks to tackle and prevent discrimination and disadvantages to ensure the Music Service delivers services, undertakes consultation and makes decisions in a fair and just way. The policy is geared to visibly demonstrate fairness in order to engender community trust in the system.
- 7.2.2 HMS is committed to reflecting the full diversity of the community it serves and to promote equality of opportunity for everyone. We accept that HMS is not free of unintended institutional discrimination. We will work to eliminate it.
- 7.2.3 We aim to ensure equal access to our service by all citizens and to provide a service that is sensitive to the individual whatever their background.
- 7.2.4 We are committed to eliminating discrimination on the grounds of age, disability, colour, ethnic origin, national origin or race, gender, HIV status, marital status, religious belief, responsibility for dependants, sexuality and unrelated criminal conviction.
- 7.2.5 HMS values diversity among its workforce.
- 7.2.6 HMS aims for equality of opportunity and fair treatment in all aspects of recruitment, quality control, learning and development.
- 7.3 **Please consult the separate HMS Equalities policy - hard copy available in HMS reception or available to download at www.demand.sproc.net**

8. Monitoring/professional development

- 8.1 During the course of your contract HMS managers may undertake monitoring visits during which you will be assessed on the following criteria:

- Organisation
- Record keeping
- Planning
- Aims
- Structure and pace
- Technical knowledge of the instrument and repertoire
- Reliability
- Expectation and challenge
- Pupil progress
- Assessment and recording
- Rapport and motivation

- 8.2 The assessment will be discussed with you and a written report held on file. If your assessment feedback does not meet OFSTED's 'Indicators of Good Instrumental Lessons' criteria HMS reserves the right not to renew your contract or suspend you from the DPS.
- 8.3 Prior to any suspension HMS will offer advice to enable you to make the required improvements to your teaching.
- 8.4 HMS offers training to all peripatetic music teachers on a regular basis. HMS also works with neighbouring music services to provide occasional regional training conferences.