



Interactive Music-Making Course Leader (Freelance)

Freelance Fee: £30/hr for 0.5-1 day(s)/week*

Location This freelance role may be fulfilled remotely, in a specific teaching location and/or in the charity's office at the Oval, as determined by the different stages of the annual Interactive Music-Making Course cycle. The time required to fulfil the responsibilities of the role may vary at different points in the annual course cycle*.

Role Specification The Interactive Music Making Course Leader is new freelance role to work with *Music as Therapy International*, which can be fulfilled flexibly over 4-8 hours per week (0.5-1 days), subject to requirements*. The primary focus of the Interactive Music-Making Course Leader will be the delivery of the Interactive Music-Making course to early years practitioners, maintaining the course's strong reputation and integrity, whilst playing an important part in modernising the course and securing its future through collaboration with other music therapists and relevant organisations. They will work closely with the UK Programme Assistant and Director with respect to course delivery, development and evaluation, strategic planning and the ways we support Interactive Music-Making graduates to continue to use music in their practice after they have completed the course. There will also be occasional requirements to contribute to our fundraising and external comms (supplying relevant information to our Fundraising Manager and Team Assistant).

* More information on the freelance fee/hours required to fulfil this role (and scope for flexible working) is available. Please email elsahariades@musicastherapy.org for an Application Pack

Person Specification

	Essential	Desirable
Confidence and maturity	✓	
Proven and ongoing early years music therapy practice	✓	
A proactive interest in early years practice more widely	✓	
A commitment to continuing professional development in these areas	✓	
Teaching and workshop leadership experience	✓	
A positive outlook and a charitable mindset	✓	
Proven ability to work independently and with a team	✓	
Clear communicator in written and spoken English	✓	
The interpersonal skills to build positive relationships with people from all backgrounds and working in a range of different roles	✓	
Strong proof reading skills and strong attention to detail	✓	
Proven excellent organisational skills	✓	
Creative problem-solving skills	✓	
Reliable	✓	
Proficiency in Powerpoint, Word, video editing software, file sharing applications and other applications relevant to effective teaching and remote working	✓	
To have completed Safeguarding training within the past 3 years (minimum Level 2)	✓	
Thoughtful understanding of the subjectivity of an individual's learning style and music-making experience, with particular consideration to heritage and personal/life experiences.	✓	
An existent network of early years settings		✓

Summary of Responsibilities:

1) Interactive Music-Making Course Preparation

- a. To dedicate time to understanding the course curriculum, components of its delivery, materials underpinning the Course Participants' engagement and learning, as well as moderation requirements. *More detailed information is available in the Course Information document within the Application Pack.*
- b. To work with the UK Programme Assistant to finalise any learner materials shared with Course Participants in advance of training delivery
- c. To work with the Director and UK Programme Assistant to finalise all necessary teaching resources and collect them from the office/arrange their safe storage at the host setting prior to course delivery
- d. To work with the UK Programme Assistant to understand local policies and procedures at the training host setting, and ensure compliance with these throughout delivery
- e. To contribute to course marketing and to the process of recruiting Course Participants, if required by the Director
- f. To work with the UK Programme Assistant to collect information about Course Participants and seek out missing data from them when course begins

2) Taught Component of the Interactive Music-Making Course (Sept-Dec)

Below is how the responsibilities of this role will look by 2023-24 delivery of the course, but this will be a phased handover from the existing tutor team during the 2022-23 delivery of the course.

- a. To oversee the delivery of 11 x 3hr training seminars, both leading seminars and co-delivering seminars with guest tutors
- b. To deliver the current curriculum for the first year, making small modernisations and improvements to teaching content informed by course participant/tutor feedback and contemporary early years and music therapy practice in discussion with the Director
- c. To work with guest tutors to support their preparation for and delivery of guest teaching, ensuring teaching is congruent with the wider course curricula
- d. To share learning materials with Course Participants as set out in the course plan
- e. To provide the UK Programme Assistant with up-to-date copies of all teaching materials in advance of each teaching seminar, both for our records and so they may be shared with Course Participants immediately after each teaching seminar
- f. To collect tutor and participant feedback, returning to the UK Programme Assistant
- g. To maintain regular contact with *Music as Therapy International* team with respect to course participant progress and report challenges to delivery or participation promptly
- h. To engage in regular Support Calls and supervision with the Director

3) Practical Assignment Support (Jan-Apr)

- a. To work with the UK Programme Assistant to arrange Tutor Observation Visits to Course Participant settings during the Spring Term
- b. To undertake Tutor Observation Visits to Course Participants, providing meaningful feedback on practice and pastoral support to Course Participants, as required. This may involve flexible working and some national travel
- c. To share feedback given to Course Participants with the UK Programme Assistant and work with the Director to address any issues identified during these visits
- d. To provide ad hoc guidance and pastoral support to Course Participants to support their learning and successful completion of the course, as required
- e. To share details relating to guidance and pastoral support required by Course Participants with the Director to ensure risks are identified early and vulnerabilities can be addressed holistically and responsibly
- f. To engage in supervision provided by the Director, relating to supporting Course Participants during completion of their practical Assignments and preparation of their presentations and practice portfolios

4) Moderation of Presentations & Practice Portfolios (Apr-Jul)

- a. To attend the Course Participants' final presentations and moderate their work
- b. To moderate the Course Participants' Practice Portfolios
- c. To finalise full moderation of learning for all Course Participants

- d. To engage with supervision provided by the Director, relating to moderation of Course Participants' evidence of learning
- e. To supply meaningful feedback to Course Participants for the UK Programme Assistant to share alongside their final grades, on completion of the course

5) Interactive Music-Making Course Development

- a. To review and contemporise the teaching content annually, drawing on delivery experience, course participant/tutor feedback and contemporary early years and music therapy practice.
- b. To work with the UK Programme Assistant to follow our recruitment and appointment protocols when involving guest tutors in course delivery
- c. To work with the UK Programme Assistant to ensure guest tutors are given access to the necessary course materials, charity policies and other relevant guidance
- d. To work with the Director to maintain and develop "Associate" relationships with wider MT and/or early years providers
- e. To monitor developments in Early Years practice and Music Therapy practice for relevance to Interactive Music-Making and identify ways to feed these into the course and the support available to Interactive Music-Makers after course completion
- f. To contribute to the CPD Events offered to Interactive Music-Makers within the *Music as Therapy International* Motivation Programme
- g. To contribute to evaluation and strategic planning with respect to the Interactive Music-Making course

6) Safeguarding

- a. To ensure the welfare and protection of children, young people and vulnerable adults with whom *Music as Therapy International* works directly by adhering to the charity's Safeguarding Policy
- b. To comply with our Safeguarding procedures in practice, monitoring and reporting on this in relation to the Interactive Music-Making Course
- c. To provide evidence of a clear enhanced DBS Check (undertaken within 3 years of appointment)
- d. To provide evidence of registration with the Health and Care Professionals Council (mandatory) and British Association for Music Therapists (desired)
- e. To provide evidence of the maintenance of your own professional indemnity insurance
- f. To undertake regular Safeguarding training (minimum Level 2, every 3 years)

7) Other

- a. To supply relevant information, reflections and impact data to contribute to our fundraising and/or external comms (incl. social media)
- b. To seek opportunities to take photographs to evidence the impact of the Interactive Music-Making course, in compliance with our Consent Policy
- c. To reinforce the charity's 'tone of voice' in all written correspondence and communications more widely
- d. To attend, engage with and contribute constructively to meetings, reviews and supervision, and undertake any other reasonable tasks that support the smooth running of the Interactive Music-Making course.
- e. To fulfil our requirements in terms of logging hours worked, taking leave and invoicing
- f. To contribute to our ethos of good will and peer support where your role brings you into contact with the internal team, project partners, Course Participants, Trustees and Advisory Panel

For more information and to apply please email elsahariades@musicastherapy.org for an Application Pack

Key Dates

Deadline for Applications 24th April 2023

In-Person Interviews 3rd May 2023 (The Mowll Street Business Centre, 11 Mowll Street, London, SW9 6BG)

Start Date May 2023, with some flexibility subject to existing commitments