

Music Tutor (Casual Post) Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Hi,

We would like to thank you for your interest in the Music tutor's role within Sefton Council's Music Service.

The job initially is to cover tutors who are off work

**LOWER/UPPER BRASS, UPPER/LOWER STRINGS, VOCAL,
GUITAR/UKULELE, PERCUSSION & WOODWIND TUTORS –
CASUAL HOURS**

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

Best of luck!

John Dempsey
Music Service Manager,
Sefton Council



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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.



Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also



achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression,

strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:



- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.



Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

About the Role

Energetic, enthusiastic and highly skilled Tutors are required to join the well-established Sefton Music Service Tutor Database.

The purpose of the pool is to provide a list of expert tutors to deliver tuition to children in Sefton Schools initially on a Casual Contract basis. The ability to deliver high quality tuition across the age and ability range is essential. All tutors included in the pool are required to have a proven track-record of excellent delivery and pupil progress, whilst sharing a strong commitment to inclusion and diversity.

If you are required for an interview, you will be contacted to arrange a mutually convenient time.

Due to the nature of the work, this post is exempt from the Rehabilitation of Offenders Act 1974 and the successful candidate must be able to obtain a satisfactory Enhanced Disclosure (via Disclosure & Barring Service) in order to be appointed to the post. We are committed to the safeguarding and welfare of children and young people and expect all tutors and volunteers to share this commitment.



Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.



- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is **Wednesday 8th July** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **Monday 20th -Thursday 23rd July 2026**.

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.



Appendix A – Job Description and Person Specification

Post: Music Tutor (Casual)

Directorate:	Children's Services
Location:	Sefton PDC, Park Road, Formby L37 6EW
Division:	Sefton Music Service
Post:	Music Tutor (Casual)
Grade:	K
Reporting to:	Music Service Manager

Purpose of the Role

To deliver high quality musical experiences and tuition to children and young people in schools and within Sefton. This may include the delivery of whole class, small group and individual lessons. In addition, tutors may be required to lead or assist with performances, demonstrations and projects.

MAIN DUTIES

1. To teach high quality music, instrumental and/or vocal lessons to pupils within the Borough. These should be progressive lessons which are musical, inspiring, engaging and challenging to meet the needs of individual pupils.
2. To deliver whole class ensemble tuition programmes that introduce and develop instrumental skills alongside the National Curriculum entitlement
3. To teach and inspire young musicians in mixed small group, shared, and individual lessons across the ability range as required
4. To conduct, direct or assist in the running of ensembles each week as part of Music Centre activities to further enhance children's learning in their lessons and beyond.



5. To ensure musical learning is taught through a holistic approach, including playing, singing, listening and appraising, and composing
6. To promote music as a subject within schools and the wider community.
7. To assist in the further development and implementation of a fully resourced scheme of work for the delivery of whole class ensemble tuition and follow-on programmes
8. To assist in preparing, using and maintaining relevant teaching resources, schemes of work and interactive programmes
9. To keep full and accurate records to monitor and assess pupil progress in lessons and to assist schools in reporting this to parents.
10. To keep full and accurate records of pupils' details and attendance for music centre activities, concerts and events as required
11. To be able to demonstrate to a high standard on their principal instrument and to have at least good working knowledge of all other instrument within that family
12. To ensure pupils are given performance opportunities and support schools in music events/concerts as appropriate
13. To undertake the development, delivery and completion of a range of projects as consummate with their skills, knowledge, and experience, and the needs of the service.
14. To establish and maintain supportive relationships through liaison with key staff within schools and the service
15. To establish and maintain a safe learning environment through appropriate and professional relationships with pupils and schools



16. To actively participate in a programme of continued professional development of teaching and learning.

RESOURCES

1. To manage and be responsible for the care and maintenance of the instrumental stock and resources issued to them or the schools they are deployed to.
2. To be responsible for the provision of specialist advice and guidance on the purchase of instruments by schools and students.
3. To give specialist advice and opinion on the range of instrument specific printed materials available for a variety of settings and ability levels, keeping abreast of current publications and developments.
4. To develop a range of additional materials and learning resources to help further support and develop the existing programmes of study, disseminating these to colleagues and schools as appropriate.

GENERAL REQUIREMENTS

- The post holder must ensure that confidentiality of all information is maintained and that working practices comply with the provision of the Data Protection Act 1998 and General Data Protection Regulations (May 2018).
- The post is customer-facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.
- All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.



- The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.
- Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.
- This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore not entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

PERSON SPECIFICATION

Post: Music Tutor (Casual)

Department: Children's Services

Qualifications	E = Essential	Identified By
Music Degree, similar qualification, or substantial and sustained experience within a professional music environment.	E	AF
Performance Qualification	E	AF
Knowledge	E = Essential D = Desirable	Identified By



Excellent knowledge of the music curriculum	E	AF/I
Knowledge of a wide range of suitable teaching material and activities for children at specific stages of development	E	AF/I/Demonstration
Knowledge of a wide range of suitable repertoire for children at specific stages of development and experience	E	AF/I
Skills and Abilities	E = Essential	Identified By
The ability to perform on your principal instrument to a high standard	E	AF/I/Demonstration
The ability to perform on other instruments within the family to a good standard	E	AF/I/Demonstration
The ability to plan and structure a series of lessons for both musical learning and the acquisition of specific instrumental skills	E	AF/I/Demonstration
Music ICT skills in the preparation of teaching and ensemble resources and repertoire		AF/I
Experience	E = Essential	Identified By
Experience of working in a Music Service	D	AF
Experience group teaching, particularly in KS2	E	AF/I
Experience of conducting and directing ensembles	E	AF/I
Additional Criteria	E = Essential	Identified By



<p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>	<p>E</p>	<p>I</p>
<p>Willingness to work outside normal working hours when necessary</p>	<p>E</p>	<p>AF/I</p>
<p>Willingness to travel to various locations across Sefton borough.</p>	<p>E</p>	<p>AF/Licence</p>

Assessment Methods

AF: Application Form

I: Interview

C: Certificates

Prepared by: John Dempsey

Date: 18th May 2026

