



**MAKING  
LIFE  
BETTER**

## **JOB DESCRIPTION And PERSON SPECIFICATION**

**JOB TITLE:** Music Instructor (Brass)

**SALARY:** £37,878 – £50,346 pro rata in accordance with the National Scheme of Salaries and Conditions of Service for Teachers and Associated Professionals. The postholder will be automatically enrolled in Scottish Teachers' Pension Scheme (STPS)

**LOCATION:** Alness Academy; Invergordon Academy; Tain Royal Academy + 5 associated primary schools – available from AUGUST 2026

**JOB PURPOSE:** To deliver tuition in all orchestral brass (any additional instrumental skills may well be considered in order to diversify) using an appropriate range of styles and genres

### **KEY DUTIES AND RESPONSIBILITIES INCLUDE:**

#### General

- Actively promote a positive and collaborative workplace culture that supports the Charity's purpose of Making Life Better and i-care values to increase morale, productivity and performance.
- Responsible for the enhanced musical development of those pupils in the schools whose parents apply for instrumental tuition.
- Pursue continuous professional development and contribute to the continuous improvement of High Life Highland as a whole.
- Attend and undertake any training online or in person.
- Aim to reduce wastage and uphold our environmental values of being as sustainable as possible in all tasks.
- Assist and support other areas of High Life Highland with particular projects, training or in the event of holidays or sickness working cross-functionally across the team.

#### Accountability

- overall, accountable to HLH Head of Music Development

#### Particular responsibilities

- Teach the full range of instruments expected within specific disciplines, to pupils at all stages
- Create performance opportunities and promote ensemble playing where possible
- Liaise with the Music staff or Head Teacher on recruitment of new pupils & work with all partners to develop and broaden the reach and impact of the post
- Provide a wide range of progressive, stimulating and attractive material
- Keep abreast of curricular developments relating to music, and maintain personal development in the full range of instruments taught

- Provide pupils with a structured programme of work for the periods between lessons, ensuring that information is incorporated into pupil progress records (online or paper formats)
- Provide pupil reports, based on accurate assessments of pupils work and the subsequent recording of such information
- Ensure that instrumental provision relates closely to the wider Music provision in the school
- Prepare pupils for external exams where appropriate and guide towards opportunities for participation in school/area ensembles; Highland Young Musicians groups and national organisations
- Understand the relevance of music-making to Highland communities
- Contribute to the preparation of pupils who wish to undertake tertiary education in music
- Maintain communications with the Head of Music Development & High Life Highland business support staff
- Maintain an awareness and knowledge of the risk management responsibilities appropriate to their role, as identified within the HLH Risk Policy and associated guidance documentation

#### **Other Duties:**

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it may be necessary to update this job specification from time to time.

**Further information:** Pupil numbers are currently reasonable, but there will be an expectation that further development will take place in line with our normal pupil recruitment procedures. A willingness to work with imaginative recruitment and teaching techniques and to harness the positive aspects of a blended delivery approach are essential – as are a full driving licence and car. There will be support from the HLH Instrumental Tuition service to broaden the instruments offered where the new postholder has appropriate skills & timetable space allows (eg. many HLH Instructors offer piano where their personal skills allow good quality delivery of lessons to take place over and above the main instrumental genre).

Potential applicants are encouraged to have a look at the HLH tuition information at: <https://www.highlifehighland.com/music-tuition>

The successful applicant will be expected to stay or relocate to within the teaching area.

Should you wish to have an informal discussion about the post, please contact Head of Music Development, Norman Bolton: [norman.bolton@highlifehighland.com](mailto:norman.bolton@highlifehighland.com)

**Interview format:**

Applicants invited for interview will require to prepare as follows:

- 1) Instrumental performance (unaccompanied) of no more than 5 minutes duration.
- 2) 'Mock' lesson – you will be provided with information about your pupil on the day of the interview and will be asked to give a 15 minute lesson. This situation is designed to gauge your approach to meeting new pupils who have previously received lessons and may be an individual or small group situation.
- 3) Questions from the panel.

**Date: May 2026**

*High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.*

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**ESSENTIAL ATTRIBUTES:** In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following: -

| <b>FACTORS</b> | <b>ESSENTIAL</b>  | <b>HOW IDENTIFIED</b>                                      |
|----------------|---|--|
| Qualifications | Evidence of achievement within the field of Music which will most likely include a recognised graduate qualification  | Application Form<br>Accreditation                          |
| Skills         | <p>Excellent teaching skills which encourage high levels of progress and attainment by pupils</p> <p>High level of skills as a music practitioner</p> <p>Proven ability to think and perform at a strategic level, together with effective consultation and negotiation skills</p> <p>Excellent interpersonal and communication skills – written, oral, phone and electronic</p> <p>Ability to maintain clear and concise teaching records</p> <p>Ability to work independently</p> <p>Good level of IT skills, including the use of Outlook; Teams (corporate) and G Suite (online teaching as required)</p> | <p>Application Form</p> <p>Interview</p> <p>References</p> |
| Knowledge      | <p>Thorough knowledge of current issues in music education</p> <p>Knowledge of teaching and learning in all phases in schools as well as the pedagogy of instrumental music teaching</p> <p>Knowledge of a range of styles and cultural influences in music and performing arts</p>   | <p>Application Form</p> <p>Interview</p> <p>References</p> |

|            |   |  |
|------------|---|--|
|            | <p>Knowledge of national trends, developments in areas of music and performing arts education</p> <p>An understanding of the demands of learners with additional support needs</p>  |  |
| Experience | <p>Effective monitoring and evaluating of performance</p> <p>Ability to form effective relationships with schools, parents, teachers, students and stakeholders</p> <p>Ability to organise and manage work effectively &amp; make independent decisions where appropriate</p> | <p>Application Form</p> <p>Interview</p> <p>References</p> |

|                                   |   |  |
|-----------------------------------|---|--|
| Personal qualities and commitment | <p>Develop positive working relationships with other professional and support staff from many different disciplines working with children and young people</p> <p>A commitment to safeguarding, equality of opportunity and inclusion of children and young people</p> <p>Getting on well with others; co-operating and influencing others</p> <p>Willingness to travel throughout the designated area, with a desire to settle in one of the local communities for both practical travel reasons on a day-to-day basis, and the longer-term success in building and developing the breadth of the post</p> <p>Attention to detail and accuracy</p> | <p>Application Form</p> <p>Interview</p> <p>References</p> |
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