

Role Title: **Instrumental/Vocal Tutor Level 2**

COMMUNICATION

Oral Communication

Frequently receive, understand and convey straightforward information in a clear and accurate manner.

Frequently receive, understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey information to others.

Frequently receive, understand and convey complex conceptual ideas or complex information which may be highly detailed, technical or specialist.

Written Communication

Occasionally receive, understand and convey straightforward information in a clear and accurate manner.

Occasionally receive, understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others.

Occasionally receive, understand and convey complex conceptual ideas or complex information which may be highly detailed, technical or specialist.

TEAM WORK AND MOTIVATION

Primary Focus:

Participate in and deliver their contribution to a team.

LIAISON AND NETWORKING

Carry out standard day to day liaison using existing procedures in order to ensure dissemination of information in the right format to the right people at the right time; build relationships and contacts to facilitate future exchange of information.

Participate in networks within the institution or externally in order to ensure dissemination of information in the right format to the right people at the right time; build relationships and contacts to facilitate future exchange of information.

Initiate, build or lead internal networks; maintain relationships over time; establish communication channels for self or others to use in order to pass on information promptly; keep people informed to ensure co-ordination of effort and that work is done effectively.

Initiate, develop or lead networks which are external to the institution in order to pass on information promptly; keep people informed to ensure co-ordination of effort and that work is done effectively.

and cons of different approaches; identify and assess practical options; and break the problem down into component parts.

ANALYSIS AND RESEARCH

Implicit demands

Establish basic facts in situations which require further investigation and inform others if necessary.

Primary focus

Analyse routine data or information using pre-determined procedures and gathering the information from standard sources; work accurately to complete the task precisely as specified.

Secondary focus

Identify an appropriate existing method of analysis or investigation according to the data and objectives; recognise and interpret trends or patterns in data; identify or source additional information which could potentially help the investigation as the analysis progresses.

SENSORY AND PHYSICAL DEMANDS

Carry out tasks which require either mastery of a range of sensory or physical techniques, concentration to co-ordinate different senses of precision in applying these sensory skills, or involve considerable effort.

WORK ENVIRONMENT

Primary focus

Work in an environment which is relatively stable and has little impact on the role holder or the way in which work is completed.

Secondary focus

Occasionally required to understand how the work environment could impact on their own work or that of colleagues.

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TEAM DEVELOPMENT

(training those outside the work team should be included under Teaching & Learning Support)

Occasionally required to advise or guide new starters working in the same role or unit on