JOB SPECIFICATION

NORCA exists to increase access, participation and opportunity in the arts. We are dedicated to improving lives and communities through arts and culture, seeking to create a world where arts and culture are part of everyone's lives, and the people and communities we work with can live creative, healthy lives, and fulfil their potential, regardless of background.

Since our formation, in August 2001, we have developed innovative projects and initiatives across a range of artforms, with a particular focus on achieving social impact through arts interventions. NORCA is a registered charity (No. 1089916). More information about the organisation and its wider activities can be found on our website (www.norfolkcommunityarts.org.uk).

Job Title:	Sistema Norwich Tutor – Percussion
Grade:	£27,000 to £29,840 per annum pro rata (FTE 37.5hrs/week, 52 weeks/year) Depending on experience (For this contract - £7,720 to £8,531 per annum actual)
Hours:	12.5 hrs/week (Delivery Tues, 3.15 to 6.45pm; Weds, 3.45 to 6.45pm; Thu, 3.15 to 6.45pm + 2.5hrs planning/preparation time)
Status	39-week school term contract, PAYE, part-time
Responsible To:	Programme Director

Job Purpose

To deliver a year-round programme of high quality and engaging, group instrumental tuition as part of the Sistema Norwich orchestra programme. This post is focused on teaching orchestral percussion.

Level of Supervision

The post holder will report to and be line managed by the Programme Director. They will also work closely with the Concert Band Lead Tutor (and Strings Lead Tutor), who will be responsible for leading on repertoire choice for the programme. They will be expected to be able to work without supervision on allocated tasks.

Sistema Norwich

Sistema Norwich seeks to deliver an inclusive, intensive and rounded, music opportunity, particularly looking to encourage young people from socio-economically disadvantaged backgrounds to engage with music and, through doing so, benefit from a range of personal, social and musical outcomes. Supporting the development of a strong sense of community is an important facet of the programme, alongside promoting musical excellence and the opportunity for committed and enthusiastic young people to realise their musical potential. The current demographic of the programme is highly diverse, across all of Norwich's communities and backgrounds. Sistema Norwich is run by Norfolk Community Arts in partnership with the Norfolk & Suffolk Music Hub.

ACTIVITIES OF POST

Key Result Area	Key Performance Indicators
1. Lead teaching in specific instrument and support ensemble rehearsals	• Deliver weekly, group music sessions in specific instrument, as part of the Sistema Norwich orchestra programme, integrating musicianship, instrumental skills and ensemble playing. • Deliver high quality instrumental tuition, providing support to children and young people, ensuring good technique is being implemented • Follow schemes or programmes of work proposed by the Musical Director (if in post), Lead Tutors and Programme Director. • Support the teaching of other instruments, as appropriate • Develop, create and adapt repertoire suitable to the programme • Set up/put away at the beginning/end of sessions • Help organise and take part in programme concerts and events, as required • Perform with other tutors as part of promoting the project in schools and other locations • Monitor and assess participant progress, including supporting the overall programme monitoring and evaluation • Effective monitoring of the condition of instruments and timely reporting of any instrument damage/faults to the Operations Manager • Participation in fundraising activities to support the programme
2. Effective liaison to ensure smooth running of projects.	• Work effectively with range of project partners, as necessary • Accurate feedback to parents regarding child's learning and welfare • Support broader parental engagement work and initiatives that Sistema may be running
3. Carry out administrative tasks associated with the job role which may be required from time to time.	• Efficient administrative tasks carried out, e.g. registers at sessions, handing out of letters, reports for parents, etc. • Monitor, assess and collate student outcomes and report to management. • Represent the project at events, meetings and conferences, as appropriate • Positive promotion of the Sistema Norwich programme and brand, e.g. wearing t-shirts or other apparel issued by the programme • Attend and participate in weekly team meetings, team days and other collective activities organised by NORCA and the Sistema Norwich team.
4. Be aware of all Health & Safety issues including Child Safeguarding.	• Health & safety adhered to at all times. • Prompt response to any Health & Safety issue ensuring this is reported/recorded. • Undertake training, as required • Meet the organisation's expectations concerning equal opportunities and safeguarding.

PERSON SPECIFICATION
The specific criteria for the post are detailed in the person specification in Appendix 1.

Terms and Conditions of Appointment
Full details of terms and conditions of employment will be made available to candidates to whom the appointment is offered.

Work Hours
The hours of work (delivery) are:
Tues, 3.15 to 6.45pm (includes 30-minute team meeting)
Weds, 3.45 to 6.45pm

Thu, 3.15 to 6.45pm (includes 30-minute team meeting)

There is some flexibility in the start times on Tuesday and Thursday, around attendance at team meetings, which is preferred where possible.

A further 2.5hrs/week planning/preparation time is allocated to the post. These hours can generally be fulfilled however the post holder feels they can best support the role but may at times be directed by the Programme Director and/or delivered at Martineau Memorial Hall.

Place of Work
The current place of work is NORCA's headquarters at Martineau Memorial Hall, 21 Colegate, Norwich NR3 1BH, though a variety of venues throughout Norwich and Norfolk, may be used for performances and events, and the post holder would be expected to work at any and all locations where NORCA carries out its normal business.

Pension
NORCA has a workplace pension scheme in place with The People's Pension. Employees who meet criteria set by the Pensions Regulator are enrolled onto the pension scheme. The employer contribution level is currently 3%.

Annual Leave
Sistema Norwich works on the basis of an academic year, so holiday can only be taken during school holiday periods, unless by special arrangement. Staff get 4 weeks leave plus all statutory holidays (prorated to working hours). This brings the paid weeks in a year up to 44.6.

Pre-Employment Health Check
Applicants offered the job will be required to fill out a health questionnaire.

Probation
NORCA has a 3-month probationary period as standard during with the post holder is not entitled to sick pay.

DBS Check
Due to the post's contact with children, the appointment will be subject to a DBS check at enhanced level.

Equal Opportunities
NORCA considers discrimination in any form to be unacceptable, whether on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion or belief, sex and sexual orientation or any other grounds whether prohibited by legislation or otherwise. We welcome applicants from all and if you require assistance in completing your application, please get in touch to discuss your needs (Phone: 01603 760529; Email: clare@norfolkcommunityarts.org.uk).

Informal Discussions
If you would like to discuss the post then please Email: Marcus Patteson (Programme Director) at marcus@norfolkcommunityarts.org.uk, including your phone number, or call 07590 052656.

Application and Recruitment Process
Applications should be emailed to **marcus@norfolkcommunityarts.org.uk**

Applications must include

- A copy of an up-to-date CV;
- A covering letter setting out how you meet the job specifications and why you think you would be suitable for the post; and

- A completed Equal Opportunities Recruitment Monitoring Form (available on the NORCA website).
- Please provide three referees, with full contact details (Phone number and email address). We will only contact these in the event that you are offered the job.

Please see website for update on deadline, as we have had to extend.

Our recruitment process usually has two stages. Candidates we wish to take forward after interview are invited to a trial session, including practical activities relating to the post. The position for this post will be confirmed if you are invited to interview.

APPENDIX 1. PERSON SPECIFICATION

Education & Training	**Essential/ Desirable**	**Assessed by**
Solid classical instrumental music training and a demonstrable high level of musical skill and literacy	Essential	Application
Degree or similar qualification in music	Desirable	Application
Experience & Knowledge		
Experience of working in a professional capacity as an instrumental player (in the instrument proficiency required)	Desirable	Application
Experience of working professionally as instrumental tutor in the instrumental proficiency required	Essential	Application
Proven experience of working with children and young people	Essential	Application/ Interview
Proven experience of teaching in groups	Essential	Application/ Interview
Strong understanding of musical pedagogy in relation to the instrument being taught, particularly at beginner stages	Essential	Interview
Experience of planning and working towards performances	Essential	Application
Demonstrable commitment to the importance of the interaction between arts organisations and communities.	Essential	Application/ Interview
Competencies		
Ability to lead an ensemble	Desirable	Interview
Ability to collaborate within a large specialist team	Essential	Interview
Ability to work on own initiative, proactive and self-motivated	Essential	Interview
Enthusiastic and receptive to change	Essential	Interview
Ability to work effectively with a wide range of people from different backgrounds	Essential	Interview
Committed to continuous professional development	Essential	Interview
Ability to manage own workload and support the planning of others in the team	Essential	Interview
Awareness of equality and diversity and how it relates to the role.	Essential	Interview
Ability to reflect on own professional performance and drive own improvement	Essential	Interview
Flexible and adaptable to the needs of the organisation	Essential	Interview
Special Features		
Satisfactory Disclosure & Barring Service Clearance	Essential	Post-interview
Good standard of personal presentation	Essential	Interview
Professional in all aspects of the job	Essential	Interview

Prepared to work unsocial hours, if required	Essential	Application/ Interview

Notes

1.	As a school term-based post, post-holders are expected to be available throughout the school term and only take holiday during school holiday periods.
2.	NORCA is a living wage employer.

Updated 22 July 2025