**CSW JETS APPLICATION GUIDE FOR MUSIC TUTOR**

These are the sections of the form you need to complete – **in GREEN**

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**SECTION 1 – put N/A for all other sections apart from:**

1.1 a NAME:\_\_\_\_\_\_\_\_

1.1 c SOLE TRADER

1.1 d Date of registration – the date you fill in the form

* 1. k Trading name – your name, (instrument) tutor/tuition
  2. m-i – are you a small, medium or micro enterprise? – PUT NO

Bidding Model Section – nothing to add – go straight to Section 2

**SECTION 2 – EXCLUSION GROUNDS**

ANSWER NO FOR ALL QUESTIONS

**SECTION 3 – ASSURANCE (REFERENCES)**

Provide 2 names and contact details of people who can verify your suitability for being an instrumental tutor and verify your status.

Fill in under headings CONTRACT 1 and CONTRACT 2

3.4 – insurance – will need to provide policy details of Public Liability Insurance. Cover up to £1,000,000 will be sufficient.

ANSWER YES TO ALL THESE SECTIONS:

|  |  |  |
| --- | --- | --- |
| **Enhanced DBS Checks** | | |
| 3.5 | Please confirm that all persons involved in the direct provision of the service including all sub-contractors and volunteers **have or will have** an enhanced level DBS check – either from Coventry City Council or through the DBS Updates Service - prior to service commencement of work on this contract and during the contract as appropriate. (Best practice recommends that an enhanced DBS should be undertaken every three years). | Yes |

|  |  |  |
| --- | --- | --- |
| **‘Right to work’ in the United Kingdom** | | |
| 3.6 | If you are a sole trader, please self-certify that you have the ‘right to work’ in the UK. *\*If you have answered “yes” this will need to be evidenced if your bid is successful and prior to any direct award of work. Failure to answer Yes if you are a sole trader will exclude your bid* | Yes |

|  |  |  |
| --- | --- | --- |
| **Policies and Procedures** | | |
| 3.7 | Providers must adhere to Coventry City Council’s policies and procedures in relation to:   * Safeguarding: * Data Protection: * Equality and Diversity: * Health & Safety: Providers must adhere to the Schools Health & Safety Policy for whom they are providing services for.   Please confirm that your organisation will adhere in accordance with the above policies and procedures. | Yes |

|  |  |  |
| --- | --- | --- |
| **Mandatory Training** | | |
| 3.8(a) | Please confirm (self-certify) that all persons involved in the direct provision of the service including all sub-contractors and volunteers have or will have completed the Council’s Mandatory **Safeguarding** Training prior to service commencement of work – if required by the Council.  All persons involved in the direct provision of the service including all volunteers will be required to provide evidence of up to date training (within the previous 2 years). | Yes |
| 3.9(b) | Please confirm (self-certify) that all persons involved in the direct provision of the service including all sub-contractors and volunteers have or will have completed the Council’s Mandatory **Data Protection** Training prior to service commencement of work – if required by the Council. | Yes |
| 3.9(c) | If you have answered No to the above question, please self-certify that all persons involved in the direct provision of the service will have completed Safeguarding and Data Protection Training within 3 months of the contract commencement date. **\*Failure to answer Yes to this question will exclude your bid unless you have answered the above question as Yes.** | Yes |

**SECTION 4 – QUALITY CRITERIA**

**QUESTION 1 – TUTOR PROFILE**

Write a paragraph outlining your experience for the role of instrumental tutor including the following points:

Please describe your applicable musical knowledge, skills, qualification & level of ability with regards to your named instruments and standard of student you will be able to teach, in accordance with the specification. Please include details of previous work in the music education sector.

Your answer must include evidence of:

* Grade 8 or equivalent ability on principal instrument
* Music Grade or equivalent on any other instruments you can teach
* Proven track record as professional musician / educator
* Any further abilities which are applicable to the delivery of the specification

**QUESTION 2 LOT 1 – INDIVIDUAL/SMALL GROUP TUITION**

Your answer must include evidence of:

* Skills in differentiating lessons for specific learning needs
* Ability to identify and effectively record/report skills and talents of students
* Understanding of Syllabuses and how to progress students (EXAM WORK)
* Understanding of progression routes both within Coventry and the wider region. (COVENTRY MUSIC ENSEMBLES AND HUB PARTNER GROUPS)
* How you will personalise programmes for individual learners
* How you will establish a relationship with the young people

**QUESTION 3 LOT 2 – WHOLE CLASS ENSEMBLE TEACHING WCET** – **PUT N/A IF YOU ONLY WANT TO BE CONSIDERED FOR INDIVIDUAL OR SMALL GROUP**

Your answer must include evidence of:

* Skills in classroom management
* Experience of Music Group / Ensemble playing leading/directing/conducting
* Skills in differentiating lessons for specific learning needs
* Ability to identify and effectively record/report skills and talents of students
* Understanding of Syllabuses and how to progress students
* Understanding of progression routes both within Coventry and the wider region.
* How you will personalise programmes for individual learners
* How you will establish a relationship with the young people

**QUESTION 4 LOT 3 – QUALIFIED TEACHER STATUS – YES OR NO**

**SECTION 5 – SAFEGUARDING**

Once approved to be a music tutor with Coventry Music you will receive annual safeguarding training and GDPR (data protection) guidance. Try to include as much information as you can about this and your experience and knowledge.

As a commissioned provider working with young people, student safety is imperative. You must ensure you are practicing in accordance to the ‘Keeping Children Safe in Education Policy’. Please demonstrate how your systems and procedures will demonstrate compliance.

Your answer must include evidence of:

* How do your safeguarding practices support Coventry City Council’s safeguarding procedures
* How do your safeguarding practices support ‘Keeping Children Safe in Education (2018).
* How you implement safeguarding procedures
* What are your reactive and proactive measures for ensuring the safety of Service Users.
* Understanding of Referral process when a disclosure is made, or concerns are expressed.
* The process for responding to a concern
* The process in place for compliance with GDPR. (please include record keeping)
* Confidentiality
* Positive risk taking / risk assessments
* Training and development to ensure full understanding of safeguarding legislation.

**Section 5 lot allocation:**

Choose yes for small group/individual and whole class – if required.

Say no for curriculum

APPENDIX A-D – SIGN AND DATE EACH DECLARATION

APPENDIX E AND F – NOT APPLICABLE