

## **JOB DESCRIPTION**

**JOB TITLE: MUSIC TEACHER**

**RESPONSIBLE TO: THROUGH MANAGER OF  
DEC TO ADMINISTRATOR**

**EMPLOYING AUTHORITY: DAUGHTERS OF CHARITY**

### **FUNCTION**

The Music/Drama teacher will be responsible for initiating and developing music / drama as an educational activity for children with severe/ profound Intellectual Disability.

### **DUTIES AND RESPONSIBILITIES**

1. Introduce all children of the DEC to the basic concept of music/ drama and allow for expression and enjoyment of same.
2. Plan structured sessions on both individual and group basis.
3. Monitoring and evaluating the sessions thus ensuring that children receive maximum benefit from music /drama activities.
4. Ensure all team members are kept informed of programmes implemented and progress of same.
5. Maintenance and care of all equipment in the Music /drama area. In particular, ensure musical instruments are maintained in a safe and hygienic manner.
6. Recommending equipment and aids for use in the Music Therapy area as required.
7. Be flexible and creative in introducing various themes to the children
8. Prepare and present reports as appropriate in relation to music/drama.
9. Maintaining a high standard of work performance, good attendance, appearance and punctuality at all times.
10. Keeping up to date with new trends in music/drama in the area of Intellectual Disability.
11. Ensuring that each person with an intellectual disability is treated with the utmost respect and dignity at all times.

...../ **Music and Drama Teacher, DEC, Navan Road**

12. Being aware of emergency procedures and ensure that the health and safety policy of the service is fully adhered to. Assisting in maintaining good order and organisation in the programme so that the person with an intellectual disability and staff can enjoy a clean, safe, comfortable and quiet environment.
13. Reporting accidents, incidents or complaints, immediately to the DEC manager.
14. Communicate effectively with the children, their parents and staff.
15. Taking part in music/drama themes for the various seasons.
16. Maintaining the highest standards of confidentiality in relation to work at all times.
17. Participating in meetings if required to do so.
18. Participate in service Performance Review System.
19. Ensuring that all sessions are agreed with the DEC manager.
20. This is a new project therefore progress will be required for the steering group. The project will require flexibility and the ability to adapt to any changes that may be required.
21. Any other duties as may be assigned from time to time.

## Core Competencies

### Quality Service

- Adopts a person centered approach and supports service users with empathy, compassion and respect.
- Demonstrates a commitment to achieving a high standard result.
- Is flexible and adaptable to meet unanticipated demands.
- Complies with organisational policies and procedures at all times.
- Understands, demonstrates and respects the rights of all service users and families

### Planning & Organising

- Demonstrates the ability to plan and deliver the duties of the role in an effective and resourceful manner within a model of person centered care.
- Adopts a systematic approach to planning, organising and managing workload.
- Able to multi task without losing focus.
- Manages competing and changing priorities effectively.
- Demonstrates a flexible and adaptable approach in a changing environment.
- Deals with issues in a timely manner.
- Demonstrates a high level of attention to detail

### Professionalism

- Approaches all tasks in a confident manner.
- Shows pride in one's profession.
- Demonstrates honesty and integrity: holds a strong code of ethics.
- Maintains appropriate and professional boundaries.
- Manages personal problems to minimise impact on work or professional relationships
- Respects confidentiality and discretion in all work related matters.
- Pays attention to dress code and professional appearance.
- Shows an enthusiastic and committed attitude to ones work.
- Understands scope of practice.

- Understands the need to apply service and/or professional standards, policies and procedures
- Demonstrates self-belief in own potential and ability.

### **Continuous Learning & Development**

- Shows enthusiasm and motivation for work.
- Willing to use opportunities to improve, learn and develop self.
- Regularly participates in on the job learning.
- Stays current in own field of expertise.
- Is open to constructive feedback, acknowledges own limitations.
- Understands role and boundaries of other disciplines.
- Initiates and undertakes mandatory training.
- Takes responsibility to ensure learning and understanding of new ideas and procedures.
- Self evaluates own performance to continuously improve personal development.

### **Organisational Knowledge**

- Understands the mission and core values of Daughter of Charity Disability Support Services.
- Is aware of the multiple services provided by the Daughters of Charity.
- Familiar with professional bodies.
- Is knowledgeable of regulations and where relevant applies practice in accordance with legislation to area of work.
- Has the skill set to access computer systems and ability to learn new IT system's
- Knowledgeable of professional standards, policies and procedures relevant to discipline.
- Understands how own scope of practice fits with the organisation.

### **Innovation & Creativity**

- Demonstrates a can do attitude.
- Generates new ideas.
- Shows enthusiasm for trying new ways of doing things.
- Voluntarily puts forward suggestions for improvements.

- Promotes improvement ideas to colleagues.
- Takes a creative approach to work by exploring a range of options whilst keeping an open mind.
- Effectively applies existing practices or processes to new work situations to benefit the service and service users.
- Takes appropriate action to address inefficiencies in work processes and establishes improved ways of getting the job done

### **Leadership Potential**

- Successfully modifies behaviour to embrace change.
- Energetic and Inspires others through own positive attitude.
- Creates trust by being honest, reliable and consistent.
- Can be directive without being dictatorial.
- Blends a focus on results with a caring and sensitivity for individuals.
- Demonstrates the ability to be flexible in relation to hours of work and roles and responsibilities.
- Responds positively to new demands and requirements.

### **Problem Solving & Decision Making**

- Makes timely, intuitive decisions to achieve successful outcome.
- Identifies and uses appropriate sources of information when making decisions.
- Supports views with sound logic reasoning.
- Reasons systematically and logically through issues.
- Demonstrates common sense when dealing with every day issues that arise.
- Knows when to ask for help and guidance from supervisor and/or colleagues

### **Team work**

- Contributes consistently and positively to team activities.
- Projects a warm and appropriate professional demeanour at all times.
- Is accepting of diverse values and beliefs.
- Helps others: willing to take on different tasks/roles accordingly to the needs of the team.

- Expresses views and professional opinion at team meetings.
- Knows when and where to consult with other members of the team.
- Is responsive to the needs of other team members: shows empathy.
- Balances listening to others ideas with sharing own thoughts.
- Considers how ones behaviour may impact others.
- Has the knowledge and confidence to identify and personally manage own workplace disagreements locally at an early stage and knows when to seek support of management.

### **Communication & Interpersonal Skills**

- Communicates openly and honestly.
- Shows empathy when handling delicate or sensitive issues.
- Shows patience when dealing with others.
- Considers how ones behaviour may impact others.
- Clearly and confidently articulates ideas and opinions and their underlying rationale.
- Draws on a variety of communication methods to fit/situation circumstances.
- Open listening: asking clarifying questions and makes eye contact.
- Demonstrates positive body language.
- Knows when to speak, what to talk about, with whom, when, and where.
- Communicates effectively in English language, written and spoken, as appropriate to job requirements.
- Numerate and Literate.