

**ASSOCIATE
COORDINATOR
APPLICATION PACK**



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WELCOME MESSAGE



Welcome

Thank you for your interest in becoming an Associate Tutor Representative for Swindon & Wiltshire Music Hub. This pack contains everything you need to understand the role and prepare your application.

If you have questions, please contact pclark@smscio.co.uk



Role Overview

Associate Tutor Representatives serve as the vital link between our freelance teaching workforce and Music Hub management. You'll be the voice of tutors in your region, ensuring their perspectives shape our policies, practices, and future direction.

- Three positions available:
- Representative 1: Swindon area
- Representative 2: North Wiltshire
- Representative 3: South Wiltshire
- Term: 18 months (with option for reappointment)

Why the Role matters

Our freelance tutors are essential to delivering high-quality music education across Swindon & Wiltshire. Currently, there's no formal structure for tutors to collectively share feedback, raise concerns, or participate in decisions affecting their working lives.

By appointing three Representatives, we aim to:

- Create effective two-way communication between tutors and management
- Give freelance tutors a formal voice in Music Hub discussions
- Identify and address issues affecting tutor satisfaction and retention
- Contribute to policy development relating to working conditions
- Foster community and professional belonging among associate tutors
- Collate needs analysis on behalf of the associate tutor workforce

Expected outcomes include:

- Improved tutor satisfaction and retention
- More responsive and effective policies
- Stronger sense of community
- Early identification of emerging issues
- Enhanced collaboration and reduced misunderstandings

What we're looking for

Essential Criteria

- Minimum 36 months' service as an Associate Tutor with Swindon & Wiltshire Music Hub
- Active teaching portfolio – at least 10 hours per month over the previous 6 months
- Good standing within the associate workforce

Desirable Qualities

Communication Skills

- Ability to listen actively and gather diverse perspectives
- Clear, diplomatic communicator in meetings and written correspondence
- Comfortable presenting feedback and ideas to management

Advocacy

- Passionate about representing tutor interests fairly
- Balanced approach – able to see multiple perspectives
- Solutions-focused mindset

Organisation

- Able to manage time effectively across teaching and representative duties
- Reliable attendance at meetings and consultation sessions
- Good record-keeping habits

Community Building

- Approachable and accessible to fellow tutors
- Commitment to inclusivity and representing all voices
- Collaborative working style

Professional Understanding

- Knowledge of freelance working realities
- Understanding of music education landscape
- Interest in policy and workforce development



Key Responsibilities

Regular Activities

Attend Quarterly Meetings (4 per year)

- Meet with GSW Swindon & Wiltshire management
- Present feedback and concerns from your region
- Contribute to policy discussions
- Receive updates on Music Hub developments
- Collaborate with School Cluster Coordinators to support connections across the community

Conduct Tutor Consultations (approximately monthly)

- Hold informal sessions with tutors in your area
- Gather feedback, concerns, and suggestions
- Keep pulse on tutor satisfaction and emerging issues
- Share relevant updates from management

Be a Point of Contact

- Available for day-to-day queries from tutors
- Signpost tutors to appropriate resources/support
- Escalate urgent concerns when necessary

Strategic Contributions

Policy Development

- Review and comment on policies affecting tutors
- Contribute tutor perspectives to decision-making
- Help develop tutor recruitment and retention strategies

Needs Analysis

- Collate information about tutor professional development needs
- Identify gaps in support or resources
- Help shape training and support offerings

Community Building

- Foster connections among tutors in your region
- Promote sense of belonging and engagement
- Support new tutor integration



Time Commitment and Compensation

Time Commitment

Approximately 2 days per month for 11 months (September–July inclusive)

Breakdown:

- Quarterly meetings: 0.5 day (4 times per year)
- Regional consultations: 4-6 hours per month
- Communication and follow-up: 2-3 hours per month
- Policy review/preparation: Variable, approximately 3-4 hours per month

Note: August is typically free to align with school holidays

Compensation

Daily fee: £240.21 per day (notionally 7.25 hours at £33.13 per hour)

Annual compensation: Approximately £5,284.62 per Representative

Additional: Travel and meeting expenses covered (mileage, parking, public transport)

Payment Schedule

Quarterly in advance (A schedule of payments will be inline with the Arts Council England's payment schedule: September; January; April; June)

Selection process

We're committed to a fair and transparent recruitment process.

Stage 1: Application

Submit a 5-minute recorded TED-style talk (see page 6 for details)

Stage 2: Review

A selection panel will review all applications based on:

- Clarity of vision for the role
- Understanding of tutor workforce needs
- Communication skills demonstrated
- Alignment with role requirements
- Eligibility criteria

Stage 3: Selection

The three strongest candidates will be appointed, ensuring geographic coverage across Swindon, North Wiltshire, and South Wiltshire.

Stage 4: Announcement

Results announced within two weeks of application deadline

Selection Panel Composition

- Music Hub Senior Manager
- Current staff representative
- Lead Schools Cluster Coordinator

Application Guidelines

Your Application: A 5-Minute TED Talk

Instead of a written statement, we're asking for a 5-minute recorded talk explaining why you want this role and what you'd bring to it.

Think of this as a TED-style presentation – engaging, personal, and focused on ideas that matter.

What to Cover in Your Talk

Address these questions (you don't need to follow this order):

1. Why you? What experiences, skills, or perspectives would you bring to this role?
2. Why this matters - What do you see as the most important issues facing associate tutors right now?
3. Your vision If appointed, what would you prioritise in your first six months?
4. How you'd work - How would you ensure all tutors feel represented, including those who might be harder to reach?

Recording Guidelines

Format:

- Video (preferred) or audio recording
- Maximum 5 minutes
- Acceptable formats: MP4, MP3,
- File size: Maximum 500MB

Technical tips:

- Use your smartphone, tablet, or computer
- Find a quiet location with good lighting (if video)
- Speak clearly – imagine you're talking to a colleague
- No need for professional production – authenticity matters more than polish

Style:

- Be yourself – we want to hear your authentic voice
- Conversational tone welcomed
- You can use notes but try to maintain eye contact (if video)
- Consider starting with a brief story or example

Application Guidelines cont...

What we're NOT looking for:

- Slick production values
- Reading from a script
- Corporate jargon
- Lengthy CVs

What we ARE looking for:

- Genuine passion for the role
- Clear thinking about tutor workforce issues
- Good communication skills
- Understanding of what representation means
- Practical ideas and realistic approach

Submission

Email your recording to: pclark@smscio.co.uk

Subject line: "Associate Tutor Representative Application – [Your Name] – [Your Region Preference]"

Include in the email:

1. Your full name
2. Contact telephone number
3. Your preferred region (Swindon/North Wiltshire/South Wiltshire)
4. Confirmation you meet eligibility criteria:
 - 36+ months as Associate Tutor
 - 10+ teaching hours/month average over last 6 months
 - Good standing

File sharing alternatives: If your file is too large for email, you may use:

- WeTransfer (free)
- Contact us for alternative arrangements

Frequently Asked Questions

About Eligibility

Q: I've been teaching for 35 months – can I still apply? The 36-month requirement ensures representatives have substantial experience with the Music Hub. If you're very close and have exceptional relevant experience, please contact us to discuss.

Q: My teaching hours vary seasonally. How is the "10 hours/month" calculated? We calculate an average over the previous 6 months. Some variation is expected and understood.

Q: What does "good standing" mean? No current performance concerns, disciplinary issues, or unresolved complaints. If you're unsure, contact us confidentially.

About the Role

Q: Can I apply for a specific region? Yes, please indicate your preference. We'll consider geographic coverage when making final appointments.

Q: What if I can't make a quarterly meeting? Occasional absences are understood, but regular attendance is essential. We'll schedule meetings well in advance to maximise attendance.

Q: Will this affect my teaching work? No. Your teaching portfolio remains separate, and this role should complement rather than compete with your tutoring.

Q: What support will I receive? You'll receive an induction, regular contact with the other representatives and Music Hub staff, and access to relevant training.

About Time Commitment

Q: Is the "2 days per month" fixed? It's an average. Some months may require more time (e.g., when attending quarterly meetings), others less.

Q: Can I do this work outside normal working hours? Much of the consultation and communication work can be flexible. Quarterly meetings will typically be during daytime hours.

Q: What happens in August? August is excluded from the 11-month period, recognizing school holiday patterns.

About Compensation

Q: How do I track my time? You'll submit a simple monthly timesheet documenting activities undertaken.

Q: What expenses can I claim? Mileage (at standard HMRC rates), parking, public transport, and any agreed meeting-related expenses.

Frequently Asked Questions cont...

Q: Is this employment or self-employment? This is a freelance engagement, paid as fees. You remain responsible for your own tax and National Insurance.

About the Application

Q: I'm nervous about recording myself. Do I have to do video? Audio-only is acceptable. We're interested in your ideas and communication skills, not production quality.

Q: Can I submit a written application instead? We're specifically asking for recorded talks to assess communication skills relevant to the role. If you have accessibility needs that make recording difficult, please contact us to discuss alternatives.

Q: Can I mention specific issues or criticisms in my talk? Yes. We want honest, constructive perspectives. Professional criticism that aims to improve conditions is welcomed.

Q: What if I don't hear back? All applicants will be contacted within two weeks of the deadline, whether successful or not.

About Selection

Q: What if more than three strong candidates apply? We'll appoint the three strongest overall, ensuring geographic coverage. We may hold details of other strong candidates for future opportunities.

Q: Can I reapply if unsuccessful? Yes, when positions next become available (likely in 18 months).

Q: Is there an interview stage? No. Selection is based on your recorded talk and eligibility criteria.

LET'S WORK TOGETHER

01793 610673

www.gswswindwiltts.org.uk

admin@smscio.co.uk

The Platform, Faringdon Road Swindon
SN1 5BJ