**Criteria for teachers applying to become a Professional Partner**

* Recognised teaching qualification such as PGCE or CME, qualification on principal instrument, proven track record of successful teaching (references would need to be supplied), current teaching profile and/or professional performing profile.
* Sound knowledge of instruments being taught and their repertoire.

**How to become a Professional Partner**

* Complete on-line form or a hard copy (available from the MK Music Hub website) and return to the Music Faculty, lead organisation for the Hub. **There is NO CHARGE for application**

music@milton-keynes.gov.uk

**PROFESSIONAL PARTNER PROCESS**

Application received by Instrumental leader who will decide whether to proceed or not

 **Proceed** **Do not proceed**

Instrumental Leader contacts applicant to confirm Hub Music Mentor will be in touch to arrange observation

Instrumental Leader contacts applicant with feedback.

Music Mentor contacts applicant to arrange observation/interview.

Observation/Interview takes place

Music Mentor contacts Instrumental Leader with recommendation and sends copy of observation report

 Successful

 Successful Unsuccessful

Mentoring programme is set up

Instrumental Leader contacts PP to arrange induction

Once induction is completed – official letter and logo sent

**Ongoing responsibilities of Professional Partners**

* *ability to work to high professional standards including, delivering well planned lessons, keeping good relationships with schools, pupils and parents, good attendance and punctuality*
* *continued evidence of high expectations and an ability to motivate pupils*
* *ability to assess individual pupil progress, plan for individual needs and produce a report following a reasonable request by the school or parent*
* *encouragement of pupils to attend school ensembles, Music Centre ensembles and higher level ensembles where appropriate e.g. National Children’s Orchestra*
* *return of data as requested by Arts Council – currently once a year*
* *attendance at relevant training (we recommend 1 session minimum each year plus safeguarding as required)*
* *up to date Safeguarding training. Continued ‘Professional Partner ‘ status depends on training being attended every 3 years*
* *up to date personal liability insurance*
* *have an up to date DBS*
* *be aware of copyright laws*

**The MK Music Hub will provide;**

* *a list of Professional Partners will be available to schools and parents on the MK Music Hub website*
* *a programme of CPD based on observed need and/or teacher/school requests*
* *a regular programme of safeguarding training*
* *access to ‘Steps to Success’ (updated when appropriate)*
* *concessions for Music Centre membership and instruments for financially disadvantaged children/children with special needs*
* *access to low cost instrument hire for pupils*
* *networking opportunities*
* *priority access to shared resources*
* *priority access to library*
* *professional support from the NPME Board*

**Ongoing**

Professional Partners will have their membership reviewed every 3 years, although feedback from parents or a school may result in an earlier review.This would include a teaching observation and a discussion about the teachers’ pupils and the progress they are making.

This would include the following points;

* *examples of any lesson planning and records*
* *training attended and what impact this has had on their teaching*
* *discussion on what support the teacher gives pupils to develop their playing skills (e.g. membership of MK Music Centre)*
* *discussion on numbers of exam entries, results and any feedback the teacher received from the examiner*
* *relationship with schools and parents*
* *the importance of reliability and timekeeping*
* *being part of a bigger picture (e.g. returning data to the Hub)*

Schools can request an observation at any time – they would be charged for this if it is in addition to the normal programme.

**Complaints Procedure**

If a complaint is made against a *Professional Partner* by a school, parents or other relevant person the complaint must be made in writing to the Vice-Principle of Community Learning MK, outlining the nature of the complaint and any relevant evidence. The Vice-Principal will seek support from the MK Music Hub Advisory Board to investigate the complaint. This will involve discussions with the *Professional Partner* as well as other relevant people where necessary. If the complaint is upheld then the *Professional Partner* may be given a warning, have membership of the scheme suspended for a certain time (usually one term) or, if the complaint is of a serious nature, have their status removed. The Professional Partner can appeal this decision directly to the Music Hub Advisory Board who will appoint an arbitrator to decide if any action is fair.

**Proposed Exit Strategy**

Teachers would be expected to give ½ term’s notice if they no longer wish to be a Professional Partner in MK. Their name and contact details would be removed from the list and schools and parents would be notified where known.