



Policy for recruiting Tutors. 10 March 2024

Tutors for M4P Summer School are in general freelance musicians, and we give them a contract for the School one Summer School at a time.

Principles of recruitment

Tutors are recruited through the following process:

1. When possible, have a process of open recruitment
 - Advertise the post (eg FB page, website, Making Music)
 - Circulate recruitment need to existing tutors for them to circulate to contacts
 - Set a date for CVs to be sent in
2. Have a job description and person spec for what we are looking for
3. Interview the candidate
 - Panel of at least one Director of M4P, plus another committee member, also where appropriate a member of the tutor team.
 - Face to face if possible. Online if not possible.
 - Interview against the person Spec
4. Panel to make the decision and recommend to the committee
5. Once an individual has been recruited as a tutor, and they have tutored at a summer school, the committee will invite the individual back (or not) based on their performance at the school and feedback from students. This therefore becomes a rolling 12 month contract.

Notes:

Where tutors have been offered a contract for the following year, but they say they won't be coming back to the school at all, the default recruitment process is as above.

Where tutors have been offered a contract for the following year, but they say they can't make next year, but would like to return in the future, these tutors, or the team of tutors, are asked to recommend a deputy to fill in for them for one Summer School. In cases such as this, the committee will ask to interview the candidate as per process 3 above and make a recommendation to the committee. We should always "meet" the candidate, and interview them against the person spec, to make sure that they are a good fit for M4P.

Time constraints

We aim to get the brochure for Summer School out in January / early February.

If a tutor tells us in, say, December, that they are unable to attend the School in the coming year, we should follow the process of recruitment as stated above (including the notes). If we have been unable to complete the necessary process before the Brochure goes live on the website, there should simply be a note in the brochure stating that the tutor for the course is “to be announced”.

If a tutor withdraws from teaching at Summer School in the last few weeks before Summer School starts, we should invite the tutor, or the team of tutors, to recommend a deputy. We should make best efforts to interview the candidate as per process 3 above and make a recommendation to the committee. We should always “meet” the candidate, and interview them against the person spec, to make sure that they are a good fit for M4P.