



# Honorary Local Representative: Role Outline

## Volunteer Based Role

### Purpose of your role

- To ensure that conditions are right for each candidate's exam to be a positive experience conducted in a friendly and efficient manner in a suitable environment.
- To provide a local point of contact for teachers, candidates and examiners and to oversee arrangements for the exams.
- To be an advocate for ABRSM products and services and to represent ABRSM's core values within the community.

### Context

Portsmouth has between 4-6 days of Practical exams at each examination session. There are three live exam sessions each year: March/April, June/July and Nov/Dec. Exams take place between Monday to Saturday, and the venue is booked between 09:00 and 18:00. Each session has a Theory day on which Grade 6-8 exams are held.

### Main responsibilities prior to exams

- Book venues for the exams and where appropriate help to negotiate reasonable costs.
- Find new or additional exam venues if required. Agree costs in advance with ABRSM to help with budget control.
- Confirm venue availabilities with ABRSM for exam session dates, inputting availability data into the exam management system.
- Liaise with examiners prior to each exam session and book stewards/invigilators where necessary.
- Arrange for exam piano to be tuned / hired as necessary

### Main responsibilities during exam days

- Arrange stewards and invigilators and brief them according to ABRSM's guidelines. *Stewards/invigilators do not need to have a musical knowledge or background.*
- Ensure the venue is adequately signed and that good exam conditions will be maintained.
- For Grade 6-8 Music Theory exams, make arrangements for receipt and despatch of exam papers.

### Ongoing responsibilities

- Hold supplies of syllabuses and other information for issue to local teachers.
- Answer enquiries from local teachers.
- Advise ABRSM on local festivals or activities which are likely to affect exam dates.

Local Representatives are assured of full support from staff in London. Each new HLR must attend an Induction Seminar/Webinar. All HLRs are encouraged to attend annual events, such as seminars, webinars, conferences or engagement events, where there will be opportunities to meet with other Local Representatives and members of staff.

### Other information

- The position is voluntary and no salary is paid. Reasonable out of pocket expenses such as postage, telephone and mileage will be reimbursed in accordance with ABRSM's expenses policies.
- Should you undertake any Stewarding for Practical Exams, or Invigilating for Theory exams, a daily rate will be paid, which is reviewed on an annual basis. A full day of Stewarding will typically run between 09:00 and 17:30.
- HLRs are occasionally offered a free place on ABRSM instrumental teaching seminars and a discount for some ABRSM professional development courses.
- The appointment may be brought to an end at any time by the HLR or ABRSM giving written notice to the other.

### Safeguarding and child protection

ABRSM is committed to safeguarding and promoting the welfare of children and young people and we expect our workforce to share this commitment. ABRSM embraces equal opportunities and diversity and positively encourages applications from all eligible and suitably-qualified candidates.

### Supporting the teaching and learning of music in partnership with the Royal Schools of Music