

VISITING MUSIC TEACHER (PIANO) MATERNITY COVER
CLOSING DATE FOR APPLICATIONS: 22nd June 2018

A message from the Warden

Thank you for expressing an interest in working at St. Edward's - a traditional co-educational boarding school with progressive educational principles, set in the heart of Oxford.

St Edward's is a refreshingly different kind of school – the deliberate emphasis on a broad range of academic abilities on entry creates a community that fizzles with varied interests and enthusiasms. We are one of very few school to successfully offer both A Level and the International Baccalaureate in the Sixth Form, further supporting the diversity of our pupil body.

We want to equip our pupils with the best exam grades they can achieve, and our results and value-add scores show how well we do this; but just as importantly, we believe that education is about the whole person: we emphasise the development of wider learning skills in the class room, complemented by a rich and varied co-curricular programme.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about our academic results and our distinctive ethos on our website <https://www.stedwardsoxford.org/>. You can find a copy of our prospectus [here](#).

About the School

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently 680 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community. There are 12 boarding Houses, each with around 60 pupils from all year groups. The school week includes lessons on Saturday mornings, apart from leave weekends or exeats which occur about every three weeks.

The boarding and day arrangements offer flexibility for families: day pupils may leave at 6:30pm or 9:00pm (most opt for the latter), and boarding pupils may choose to go home on Saturdays after sport and other commitments - but with a rich and varied weekend programme, a significant proportion of the boarding community stays in school on Saturday nights.

Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

About the Music Department

The Music Department is happy and flourishing, and driven by its ethos of creating stimulating opportunities for musicians of all levels. Its strengths lie in its teamwork, its commitment and in the considerable talents both of pupils and teachers. All its activities are thriving, and are characterised both by the high quality of the output and by good numbers participating. There are currently six full-time members of the department, a Department Administrator and 40 visiting teachers who, between them, deliver about 500 individual lessons a week. The full range of orchestral and other instruments is taught, as well as Music Technology and Alexander Technique.

The Department runs the following major groups: two Chapel Choirs, Chamber Choir, the St Edward's Singers, Close Harmony Choirs, Orchestra, Chamber Orchestra, Sinfonia, Concert Band, Big Band and various Jazz Bands. In addition to these regular groups, there is a wide-ranging chamber music programme as well as brass and percussion groups.

We have a full programme of termly choral and orchestral concerts, recitals and informal Soirées Musicales both in the School and outside (about 60 such events a year). In addition, masterclasses, talks, concert/opera trips and tours regularly take place. The Department regularly joins forces with the Drama Department to produce musicals and operas and recent productions include West Side Story, Les Miserables and Into the Woods.

Large numbers of pupils study Music at A-level (both traditional and tech courses) and GCSE and there has been significant growth over the past ten years or so with many pupils going on to study music at Oxford and Cambridge and other leading universities. Music is also offered with the International Baccalaureate Diploma programme.

The department moved into a brand new £7 million building in October 2016. This new building, on South Parade opposite the North Wall Arts Centre, incorporates 25 practice rooms, 7 ensemble rooms, 3 classrooms, a full recording studio, rock room and sound recording booth, a baroque ensemble room, a sixth form library and a recital room to hold an audience of 120. This enables the School to build further on its cultural reputation, and give space for the music department to continue to grow and think creatively.

More details of concerts, events and the musical life of the School can be found on our website, www.stedwardsoxford.org/music or on twitter @teddiesoxford

About the role

We are seeking a teacher to cover a period of maternity leave to work mostly with lower-level pianists, particularly to inspire beginners and to build up confidence in teenagers to learn piano for the first time, using either a classical approach or/and jazz, pop or rock pieces if appropriate. There is a possibility of working with tech, iPads and a new Yamaha Transacoustic piano, if desired, although a more traditional approach is just as suitable if pitched well to young pianists.

This is a part-time contract which is likely to involve teaching one day per week from 3rd September to 8th December 2018.

Teachers normally teach on the same day(s) each week, but there is the possibility of some flexibility, if necessary.

Main Duties and Responsibilities

- Teaching individual pupils
- Entering pupils for exams and performances as appropriate
- Weekly timetabling, taking into account pupils' other commitments (pupils in years 9, 10 & 11 may come out of academic lessons, but the sixth form are taught during free periods).
- Preparation of termly reports

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This job description is current at the date shown but, in consultation with the post holder, it may be changed by the Head of Cultural Activities to reflect or to anticipate changes in the job commensurate with the job title.

Remuneration

The current rate of pay is £31.30 per hour. Pay rates are reviewed annually with effect from 1st September. Pay for each term is estimated and at the start of term with an adjustment made in the final (fourth) month.

Holidays and Holiday Pay

Entitlement to holiday pay is 4 weeks per annum, pro rata to the length of the contract (this entitlement is calculated with reference to current statutory requirements).

Miscellaneous

- School meals may be taken free of charge, provided that the Teacher is taking pre-arranged lessons or engaged in activity, on the School premises and required by the Director of Music, before and after each meal.
- Car parking is available although this is not a contractual entitlement.

About the Candidate

Person Specification Characteristics	
A good level of education including GCSE and A Levels passes	Essential
AB teaching diplomas, or equivalent, or performing diplomas or experience	Essential
Experience of teaching young people preferably in a similar role	Essential
An understanding of the Associated Board and/or Trinity College London syllabuses	Essential
Able to enthuse about music-making with pupils of different ages and from a variety of backgrounds	Essential
Able to work flexible hours to meet the demands of the role	Essential

Able to set clear targets and encourage students to meet and exceed expectations	Essential
A good command of the English language both spoken and written and able to communicate with people of all ages and backgrounds	Essential
Excellent interpersonal skills and the ability to work well as part of a team	Essential
Able to take instruction and to work on own initiative and without supervision	Essential
Able to produce clear reports for parents once a term, offering a good snapshot of progress made and targets for future terms	Essential
A good understanding of boarding schools, and the challenges of encouraging pupils to take responsibility for their own progress and setting and achieving ambitious targets	Desirable
Committed to safeguarding children and young people	Essential
Willing to work within the School's safeguarding guidance and to follow relevant organisational procedures	Essential

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times and staff must take personal responsibility to help ensure compliance with the requirements of the GDPR and comply with the School's Privacy Notice for Staff.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

Health and safety

Under the Health & Safety at Work Act 1974 all staff must take reasonable care of their own health and safety and of others who may be affected by their actions or omissions at work and must comply with the school in its understanding of any relevant statutory provision. Staff must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If we receive a large number of high-quality applications then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with various colleagues and will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact the Director or Music, Mr Alex Tester, preferably by email: testera@stedwardsoxford.org

Application forms can be found on the School website: www.stedwardsoxford.org. Completed forms should be emailed to recruitment@stedwardsoxford.org or posted to Recruitment, St Edward's School, Oxford OX2 7NN.

Closing date for applications is 12 noon on 22nd June 2018.