



WALTHAMSTOW HALL

SEVENOAKS FOR GIRLS AGED 3-18

Job Description for Cello Teacher (Junior School)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Commencing

September 2022

Summary of the role

We are seeking a suitably qualified and organised Visiting Music Teacher (VMT) to teach Cello in the Junior School. We are looking for an enthusiastic teacher who will have ideas and initiative to develop the school's strings department, with the support of the Junior School Head of Instrumental Music and Performances, and the Director of Music.

There is a broad range of opportunities for girls to perform throughout the year. The job would include one-to-one tuition and we anticipate this role would initially be approximately 2.5 hours per week. It is hoped that the incoming teacher would seek opportunities to increase the number of pupils in time. Again, this would be with the full support of the Head of Instrumental Music and Performances and the Director of Music.

Visiting Music Teachers are paid on the School's own scale and rates are based on those found in surveys by the MU. Teachers are Employed Earners, ie tax and other deductions are made by the school. Billing, payment and other financial arrangements are the responsibility of the School's Bursary, on behalf of VMTs. The current hourly rate is £38.31 (including holiday pay.) Extra time for concerts, parents' evenings, etc is paid at a different rate per occasion.

A 'contract' list is issued before the beginning of each term and parents have a trial term, where they are obliged to give half a term's notice, after which they have to give a full term's notice for any change. The School charges parents directly and music registers, signed by the pupils at each lesson, are used as a record of attendance and checked termly by the Head of Instrumental Performances / Director of Music before being handed to the Bursar's office.

	<p>Contact with parents is an important part of the job, and VMTs are expected to communicate any variations in the timetable or predictable absence with the pupil's parents. Pupils are entered for ABRSM and Trinity examinations at the teacher's discretion.</p>
<p>The Department</p>	<p>Walthamstow Hall has three full-time music teachers, and 23 VMTs, many of whom also teach in the Senior School in Holly Bush Lane.</p> <p>Music plays an important role within the life of the whole school and the Visiting Music Teachers cover the full range of instruments. Individual music lessons are 30 minutes in length and 30 lessons are given in an academic year.</p>
<p>The Post involves</p>	<ul style="list-style-type: none"> • Delivering inspiring individual music lessons to pupils from Year 2 to Year 6. • Following the ABRSM and Trinity Examination specifications as appropriate and preparing students fully for examinations. • Supporting public examination candidates in their preparations for practical coursework for recordings and recitals and be familiar with the course requirements. • Providing regular feedback to pupils, parents and to the Head of Instrumental Performances / Director of Music. • Writing two full reports on pupils' progress each academic year. • Keeping organised records of attendance and progress. • Promoting your instrument within the school. • Demonstrating an understanding of the legal framework relating to teaching, including child protection, maintaining a safe learning environment, the physical well-being of pupils, and equal opportunities for all learners. • Participating in such meetings and working parties as are deemed appropriate. • Contributing to the extensive Co-Curricular Music programme as agreed with the Head of Instrumental Performances, Director of Music and Headmistress. <p>This is not necessarily an all-inclusive list, as tasks may need to change over time.</p>
<p>Person Specification</p>	<p>Essential</p> <ul style="list-style-type: none"> • Instrumental specialism in both performance and teaching. • An evident enthusiasm about Music, coupled with the ability to motivate pupils. <p>Desirable</p> <ul style="list-style-type: none"> • A relevant Music and/or teaching qualification. • Experience of teaching Music from Year 2 to Year 6. • Production and/or direction experience. • Flexibility towards teaching hours. • Competency in the use of ICT. • An ability to accompany at the piano.

General**ALL STAFF**

- To uphold and implement the school's stated mission and to safeguard its ethos, including the support of the pastoral system and wider life of the school.
- To expect and encourage the highest standards of work and behaviour from pupils at all times.
- To support and implement whole school policies and practices and evaluate their own teaching critically in order to improve personal effectiveness in the classroom.
- To ensure that each pupil is treated as an individual and enabled to fulfil her academic potential.
- To take responsibility for their own professional development and keep up to date with developments relating to subject matter and pedagogy.
- To set a good example to pupils through personal presentation and conduct and to maintain appropriate personal boundaries with pupils.
- To establish effective working relationships with professional colleagues.
- Colleagues are expected to contribute to the outstanding pastoral care provided.

INSTRUMENT TEACHER

- To keep accurate records of attendance, work covered and attainment as well as progress against prior attainment and to complete reports as scheduled.
- To attend staff meetings, department meetings.
- To liaise with the Head of Instrumental Music and Performances / Director of Music about individual pupils.
- To participate fully in appraisal/performance management in line with School policy.

Knowledge and understanding

It is expected that applicants will

- Have a secure knowledge of their specialist subject.
- Have a detailed knowledge of the relevant aspects of examination specifications.
- Understand progression in their specialist subject, including before their specialist age range.

Planning and setting expectations

- Identify clear teaching objectives, content, lesson structures.
- Set appropriate and demanding expectation for pupils' learning and motivation and set clear targets for pupils' learning based on prior attainment.
- Be aware of and plan for pupils who have special educational needs, including gifted and talented pupils, and plan and teach in such a way as to give positive and targeted support. Seek specialist help where relevant.

Managing pupils

- Set high expectations of pupils' behaviour, maintaining a good standard of discipline through positive and productive relationships and well-focused teaching.
- Use a range of teaching methods to keep pupils engaged including effective questioning, clear presentation and good use of departmental resources.

Assessment and evaluation

- Assess pupil progress to establish what has been achieved and to inform future teaching.
- Prepare informative and constructive written reports for parents which identify specifically how each pupil can improve her personal performance.

Health and Safety

- To adhere to codes of conduct for pupils and staff to ensure the safe use of Music facilities and equipment.

General

- Support the Head of Instrumental Music and Performances wherever possible, e.g. attendance at department meetings; in preparation for, and performance in, School concerts; in support of department trips and initiatives, all as agreed in advance.

You may also be required to undertake such other comparable duties as the Headmistress requires from time to time.

Walthamstow Hall is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service

Application Process

Applications will only be accepted on the School's Application Form. Candidates should:

- Compose a covering letter (of no more than 2 sides of A4) to the Headmistress, Miss Stephanie Ferro, detailing how your skills, knowledge and experience match the School's requirements for the post of VMT Cello Teacher.
- Email your letter and application to: jturner@whall.school

- Hard copies may be posted to:

Jackie Turner
HR and Compliance Manager
Walthamstow Hall
Holly Bush Lane
Sevenoaks
Kent TN13 3UL

The closing date for applications is Monday 20 June 2022 at 4pm.

Your application will be acknowledged by email and earlier applications are welcome.

Interviews will take place on Tuesday 21 June 2022.

The School reserves the right to withdraw the post, commence or complete the recruitment process at any time prior to the closing date.

References will be taken up before interviews.

June 2022