

# INSTRUMENTAL TEACHER OF MUSIC (BRASS INSTRUMENTS)

## RICHMOND SCHOOL

Application Pack



## Richmond School & Sixth Form College

Being the best we can be

January 2021

Dear Colleague

Thank you for your interest in joining our team at Richmond School and Sixth Form College. This is an exciting time in terms of our development and a fantastic opportunity for a keen and talented Instrumental Programme Teacher of Music - Brass Instruments to help shape our future.

Richmond School and Sixth Form College is an exciting, forward- thinking, inclusive and caring place to work and study.

On visiting, there's an immediate sense that it is more than just a school, it is a community within a community and students, visitors, parents and staff often comment on the special 'buzz' they feel when they are here. It's hard to pinpoint, but it's a combination of many factors that unite to make this such a special place. Dedicated staff, fabulous facilities, a wonderful heritage, a sense of belonging and incredible students all combine to make the school the exceptional place that it is. Our broad, rich curriculum and extra-curricular provision mean there is a genuine culture of constant improvement and going over and above for the students we teach and anybody appointed to this role would need to be of a similar mind set.

Students work hard to demonstrate and develop the school's six values - Creativity, Excellence, Independence, Resilience, Respect and Teamwork. Our values are integral to each child's education, both academically and in extra-curricular activities and they underpin everything we do. We encourage our students to apply these values every day. As a result of a positive culture and the rigorous application of our policies, students learn well and behave well. There is a calm atmosphere in the school and students tell us they feel safe and well supported.

I do hope the above inspires you to apply for the post being advertised.

I look forward to reading your application and to welcoming a creative and dynamic colleague to Richmond School. If you would like to know more about the school, please visit our website [richmondschool.net](http://richmondschool.net) and our short video <https://www.richmondschool.net/about-us/transition/> which will give you a flavour of the school. If you have any questions about the role then please contact [admin@richmondschool.net](mailto:admin@richmondschool.net) and they will guide your query to the most appropriate person.

Yours sincerely,

A handwritten signature in black ink that reads "Jenna Potter".

Jenna Potter  
Headteacher

<b>Job Description for:</b>	Instrumental Programme Teacher of Music: Brass Instruments
<b>Contract:</b>	Flexible - one year fixed term contract.
<b>Required:</b>	as soon as possible
<b>Reporting to:</b>	Lead Teacher of Music/Co-ordinator of Instrumental Music teaching
<b>Disclosure Level:</b>	Enhanced

**Purpose:**

To provide and maintain the highest possible standards of brass instrument music teaching for students aged 11-19, at a variety of levels and teaching different musical skills to either individuals or small groups.

**Disclosure Level**

Enhanced

**Main Responsibilities**

- Planning individual lessons and overall progression of work for pupils;
- Developing knowledge of materials and repertoire for students at different stages of their musical development;
- Teaching individual and/or group lessons lasting between 25 minutes and an hour, usually incorporating elements of general musicianship, such as ear training and theory, as well as brass technique and interpretation;
- Arranging lesson schedules and entering students for examinations;
- Ability to teach online and remotely;
- Negotiating time and accommodation slots for school-based music lessons and working alongside classroom teachers on music activities;
- Supporting Richmond School Music Department in the preparation of practical performances for school examinations;
- Communicating with parents about their child's lessons and progress;
- Supporting and arranging performance opportunities for your pupils, such as concerts for friends and relatives;
- Preparing students for performances, examinations, auditions and festivals;
- Expanding your own musical experience by familiarising yourself with the music your pupils listen to;
- Supporting students in their use of music technology, keeping up to date with major software tools and making use of recording and other technology;

**Health and Safety**

- To recognise and take responsibility for health and safety matters and risk assessments as they pertain to you, your students and any members of the community you may be working with, within the provision of musical activities at Richmond School;

**Additional Duties and Ethos**

- Recognise and reward the work of students;
- Assist the School in achieving and sustaining a high quality of service;
- Promote equal opportunities and celebrate diversity in all aspects of the School.
- Play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- Promote actively the School's corporate policies.
- Show a record of excellent attendance and punctuality.
- Attain the required standard of personal appearance in accordance with the School's Dress Code.

## Teaching

- Monitor and support the overall progress and development of students, as an instrumental teacher in your subject specialism;
- Engage actively in the performance review process, addressing targets set by the line manager each Autumn term;
- Teach students according to their educational needs, including the setting and marking of work to be carried out by the student in School and elsewhere;
- Assess, record and report on the attendance, progress, development and attainment of students and keep such records as are required;
- Model outstanding practice in lessons.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All job descriptions are current at the date shown, but following consultation with you, may be changed by the Leadership Group to reflect or anticipate changes in the job and to meet the needs of the School.

## Person Specification

### Instrumental Programme Teacher of Music: Brass

Attributes	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• Some experience as a qualified or unqualified teacher.</li> <li>• Evidence of consistent good or outstanding teaching.</li> <li>• Evidence of engaging and motivating students to make progress and enjoy an instrument discipline</li> <li>• Success in raising standards of achievement.</li> </ul>	
Qualifications	<ul style="list-style-type: none"> <li>• Relevant musical qualification</li> </ul>	
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Motivated and “Can do “ approach</li> <li>• An outstanding practitioner</li> <li>• An understanding of the value of the arts as a vehicle for ‘Inclusion’.</li> <li>• Outstanding inter-personal and communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>☑ A knowledge of requirements in preparation for performance examinations</li> <li>☑ Experience/knowledge of how children learn with evidence to show how this can be effectively translated into instrumental practice.</li> </ul>
Special Requirements	<ul style="list-style-type: none"> <li>• Lots of charisma to engage students and the wider community in a love of music!</li> <li>• The confidence to challenge factors which might undermine the School’s performance as a provider of music;</li> <li>• A commitment to maintaining very high expectations of students</li> <li>• Ability to meet deadlines.</li> <li>• An excellent attendance and punctuality record.</li> </ul>	

## APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

### Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

### Canvassing

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a trust member, director, employee or governor you must indicate this in the relevant section of the application form.

### How to apply

Please forward your completed application form to Jayne Hargreave using the following email address: [recruitment@aretelearningtrust.org](mailto:recruitment@aretelearningtrust.org) stating the title of the post you are applying for in the subject box.

The closing date for receipt of applications is **9am Friday 29<sup>th</sup> January 2021.**





**SECTION 7 – MEMBERSHIP OF PROFESSIONAL BODIES**

Institute	Grade of Membership, Membership Number	Enrolment date	Examination date	Expiry date

**SECTION 8 – REGISTERED COUNCILS**

Are you registered with the Institute for Learning?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If you have answered Yes, please provide your Registration number:</b>	

**Teaching Roles only:**

Teacher Reference Number:	
Current salary point:	
Date QTS awarded:	
Induction period completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If you have answered Yes, please confirm the date:</b>	
<b>If you have answered No, please select the appropriate option:</b>	Not yet started <input type="checkbox"/> Stage 1 completed <input type="checkbox"/> Stage 2 completed <input type="checkbox"/>

**SECTION 9 – PRESENT OR MOST RECENT EMPLOYMENT**

Name of Employer:	
Local Education Authority:	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	Grade:
Number on roll ( <i>teaching roles only</i> ):	Age Range ( <i>teaching roles only</i> )
Date of appointment (Month/YYYY):	Salary:
Notice Required ( ) Weeks:	Telephone number:
Leave date (if applicable- Month/YYYY):	Reason for leaving (if applicable):
Summary of current job role; duties and responsibilities:	



**SECTION 10 – PREVIOUS EMPLOYMENT**

List all your previous jobs (most recent first). Identify and account for any gaps in employment.

<b>Name of Employer :</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable)

<b>Name of Employer:</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY)	Reason of leaving (if applicable)

<b>Name of Employer</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable):

<b>Name of Employer</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	

Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable):

**Please provide details for any gaps in your employment history when you have not been in education, training or employment.**

**Please list dates and the reason (i.e. Travel, Parental leave etc)**

Gaps in employment (including dates)

### SECTION 11 – REFERENCES

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your College/University.

Title:	First forename:
Other forename:	Surname:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Please note your second referee should ideally be a previous line manager or someone in a position of authority.**

### SECTION 12 – REFERENCE

Title:	First forename:
Other forename:	Surname:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### SECTION 13 – DECLARATIONS AND CONSENTS

Do you consider yourself to have a disability:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please detail any reasonable adjustments that you would require if you were selected to attend an interview/assessment event.	

Are you related to any member or employee of Areté Learning Trust?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered Yes, please provide details.	
I understand that canvassing of any staff members, governors or directors of Areté Learning Trust in connection with this appointment will disqualify me.	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on the following, including any investigations or actions taken by your professional body:**

<b>Capability/Performance</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
<b>Disciplinary</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
Are there any dates when you would not be available for interview in the near future?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details	
Please state the date on which you could take up duty if appointed.	
I declare that the information contained in this application form is correct and understand that the trust will request to see proof of qualifications at the time of interview.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I consent to Areté Learning Trust recording and processing the information detailed in this application. The trust will comply with their obligation under the Data Protection Act 2018.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a criminal offence/received a caution, reprimand or warning?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Under the Safeguarding Vulnerable Groups Act 2006, it is a criminal offence for a barred person to knowingly work, or apply to work in regulated activity with vulnerable groups.**

**As you are applying for a post which requires a DBS clearance, under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any 'spent' and 'unspent' convictions. If you answered Yes to this question, please provide details below.**

What was the date of the conviction(s)?	(DD/MM/YY)

**SECTION 14 – SUPPORTING EVIDENCE WHICH SHOULD INCLUDE RELEVANT KNOWLEDGE, EXPERIENCE AND SKILLS**

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

Signature: ..... Date: .....

**SECTION 15 – EQUAL OPPORTUNITIES MONITORING**

Areté Learning Trust is committed to equality in employment. The trust's aim is to ensure equality for all existing and prospective employees. In line with this, the Trust is required to publish work force data.

In order to assist the trust with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.

The information will not form part of our short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.

Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose <input type="checkbox"/>	
Ethnic group	White British <input type="checkbox"/> White Irish <input type="checkbox"/> White Other <input type="checkbox"/> White and Black <input type="checkbox"/> Mixed: Mixed: White and Black African <input type="checkbox"/> Mixed: White and Asian <input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Asian or Asian British: Indian <input type="checkbox"/>	Asian or Asian British: Pakistani <input type="checkbox"/> Asian or Asian British: Bangladeshi <input type="checkbox"/> Asian or Asian British: Other Asian <input type="checkbox"/> Black or Black British: Caribbean <input type="checkbox"/> Black or Black British: African <input type="checkbox"/> Black or Black British: Other Black <input type="checkbox"/> Chinese or Other Ethnic Group <input type="checkbox"/> Other <input type="checkbox"/>
If Other please specify		