



ST MARGARET'S PREP

CALNE

Visiting Music Teacher - Flute Part Time – September 2022

St Margaret's Prep is a co-educational day school for 180 pupils aged 2-11. Our pupils begin their journey in The Bluebird Nursery before progressing into the main school. In Pre -Prep (Reception, Year 1 and Year 2), children learn in a single class and thereafter, two parallel classes at each year from Year 3 – Year 6. The school shares a 27 acre campus and facilities with St Mary's School, Calne.

The school broadly follows the 2014 Primary National Curriculum in England; the children are assessed in line with national expectations and the Foundation Stage Profile, and take standardised tests from Y1-Y6, achieving well above the national averages. However, there is much more on offer. In addition to the academic side of life, there is a rich programme of Music, Sport, Drama and Art. Class Teachers deliver a broad curriculum with Computing, Sport, Music, Art and MFL being taught by specialists. We want our pupils to achieve their potential in every aspect and play a full part in the life of the school. Above all, we want happy, independent and confident children!

The facilities offer first class opportunities to challenge and stimulate the children in their learning. Classes are housed in attractive purpose built teaching rooms linked to the original Victorian building. There are specialist teaching rooms for Computing, Music, Languages and Art/Design & Technology, whilst The Southwell Hall offers a large space for assemblies, drama and a wide range of extra-curricular activities. In addition, we share a number of facilities with St Mary's; a dining room, Chapel, Science laboratories, an indoor swimming pool, sports hall, climbing wall and a range of sports courts and playing fields.

Our after-school club 'Maggots' provides wrap-around care opening at 7.30am and closing at 6pm. The children enjoy the benefit of fresh air and exercise in an extensive, secure environment which includes fields, playgrounds, swings and other play equipment.

Maintaining a happy, purposeful atmosphere is of paramount importance, as this will allow the pupils the best opportunity to develop into well-rounded, confident children. It is vital that the pupils and the staff at St Margaret's feel that their lives here are enriched and rewarding.

JOB DESCRIPTION

Position:	Visiting Music Teacher - Flute
Salary Range:	Hourly paid - £31.45 + £3.80 holiday pay, see below
Normal Hours:	Dependent on student take-up, currently 2.5 hours per week, with aim to build
Pension:	Teachers' Pension Scheme
Holidays:	12.07% (equivalent to 5.6 weeks' annual holiday allocation), paid on top of the hourly rate
Line Manager:	Head of Performing Arts
Closing Date:	09.00 Monday 6 th June 2022
Interview Date:	Wednesday 15 th June 2022

St Margaret's Prep is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an enhanced DBS check. All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training.

The Music Department

Music has always held an important place in school life at St Margaret's, and our visiting music team play a vital role in developing musicianship from Year 1-6.

Pupils enjoy an hour of curriculum Music weekly, as well as opportunities to learn instruments individually or in pairs, sing in choirs and play in musical ensembles, Rock School and Orchestra. Our auditioned Chamber Choir is regularly successful in both local and national competitions, reflecting the department's ambitions for its versatile and committed musicians. Our strength in Music is also demonstrated by a consistent record of scholarships for our Year 6 leavers in the Performing Arts. Alongside strong results in practical examinations, St Margaret's provides extensive performance opportunities in concerts and festivals, both in and out of school.

Main Duties

A Visiting Music Teacher has the central responsibility of encouraging pupils to learn by making the subject taught both interesting and accessible. The pupil's success in acquiring new abilities, skill and understanding depends primarily on the quality of teaching we offer. Among the main responsibilities of the Visiting Music Teacher (who is accountable to the Head of Performing Arts) are:

- planning, preparing and teaching lessons to pupils from complete beginner to advanced, ensuring that children develop correct technique, learn to read notation and play by ear and are supported in their general musical development (e.g. aural, theory and sight-reading skills);
- planning, preparing and teaching in line with the specifications and current syllabus of the major examination boards, such as ABRSM and Trinity College, London, including supporting tests;
- ensuring that all pupils for which he/she is responsible are working at an appropriate level and pace. This differentiation is especially important in mixed-ability pairs and must be evident in individual planning;
- setting and assessing purposeful practice assignments weekly, communicating them to parents by means of the practice diary provided and using these and other means to monitor the progress of pupils;
- identifying and communicating appropriate performance targets for pupils, such as festival entries, concerts and exams, and preparing the children accordingly;
- consulting the Head of Performing Arts as necessary about pupils who are not progressing as expected;
- keeping accurate records of attendance at lessons;
- writing reports at the appropriate time for all pupils taught;
- conducting extra-curricular activities and/or assisting with school concerts, as agreed with the Head of Performing Arts;
- working collaboratively with colleagues to promote the subject within the School;
- keeping abreast of developments in the subject to ensure that teaching is current and in line with best practice;
- offering support to pupils and speaking with parents as necessary to review pupils' progress;
- completing the administrative tasks necessary to the effective running of the department in a timely fashion.

No list of responsibilities or duties can really encompass all that is asked of the Visiting Music Teacher, as the role is immensely varied. At the heart of his or her task is an active enthusiasm for both the instrument and the young people being taught.

Lessons are 30 minutes in length and each pupil should receive, on average, 30 lessons each year, divided between three terms and timetabled by the Performing Arts Administrator. Pupils receive solo or paired lessons as appropriate to their needs.

It is important to inform both the Performing Arts Administrator and Head of Performing Arts if you are unable to attend, so that students can be informed in good time and lessons can be rescheduled, if possible.

Person Specification

- Excellent facility, appropriate qualifications and extensive teaching experience in chosen instrument(s). Keyboard skills would be an advantage in this role, to support accompanying and aural work.
- Motivation to work with pupils aged 5-11 and encourage every pupil to develop their musical skills to their full potential.
- An approachable, empathetic, enthusiastic and well-presented person, capable of inspiring confidence in pupils, parents and staff.
- Ability to: work flexibly and independently to fulfil the requirements of the post; prioritise; work calmly under pressure and respond positively to changing demands.
- Excellent interpersonal and communication skills, with very good written and spoken English.
- Excellent organisational and time management skills; competency in the use of ICT for administration and teaching purposes.
- An understanding of the expectations, ethos and aims of a busy prep school.
- Committed to the safeguarding and wellbeing of children and young people.

Benefits of working at St Margaret's Prep

- St Margaret's Prep is set in its own attractive grounds within the beautiful Wiltshire countryside, with easy transport links to Bristol, Bath and London.
- Sharing a site with St Mary's Calne (a boarding school for girls aged 11-18), we offer a friendly and homely working environment.
- Discounted membership of the on-site Sports Centre.
- Fee remission for daughters educated at St Mary's Calne and for sons and daughters educated at St Margaret's Preparatory School where applicable.
- Complimentary meals in the Dining Hall during term time if compatible with working hours and commitments.
- Free on-site parking.

How To Apply

Further information about the school may be viewed on the website: www.stmaryscalne.org

An application form may be downloaded from the website or can be sent on request. Please contact:

HR Department, St Margaret's Prep, Calne, SN11 0DF

T: 01249 857300

E: recruitment@stmargaretsprep.org.uk

A fully completed application form, together with a covering letter, should be sent by email above.

Email is very much our preferred method of receiving applications and receipt of an application will be acknowledged as soon as possible.

Closing date for applications: 09.00 Monday 6th June 2022