

# St Mary's School, Calne

**Headmistress: Dr Felicia Kirk, BA (University of Maryland),  
MA and PhD (Brown University)**



## **Specialist Music Teacher: Guitar Part-time As soon as possible**

St Mary's is a leader in the field of girls' independent boarding education. It has around 350 girls aged 11-18, including 100+ girls in the Sixth Form. Almost all of the girls go on to university, several each year to Oxbridge, to read a wide variety of subjects, and results in public examinations are consistently excellent. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

We are seeking to appoint an enthusiastic and inspiring guitar teacher to teach individual lessons and possibly some ensemble lessons. The teacher will plan, prepare and teach lessons and prepare pupils for examinations and performances as part of our successful Music Department.

**St Mary's 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 Disclosure and Barring check.**

## **Job Description**

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 are able to offer. Among the main responsibilities of the Visiting Music Teacher (who is accountable to the Director of Music) are:

- planning, preparing and teaching lessons in accordance with the specifications and syllabuses of Examination Boards, where appropriate;
- ensuring that all pupils for which he or she is responsible are working at an appropriate level and pace;
- setting and assessing private study/practice assignments regularly, and using these and other means to monitor the progress of pupils;
- consulting as necessary about pupils who present problems either of learning or conduct;
- checking attendance at lessons;
- writing reports at the appropriate time for all pupils taught;
- participating with departmental colleagues in developing the subject with the School; and keeping abreast of developments in the subject by attendance at in-service events as agreed with the Director of Music;
- offering personal support to pupils and meeting parents to review pupils' progress;
- sharing with departmental colleagues in undertaking the administrative tasks necessary to the effective running of the department;

No list of responsibilities can really encompass all that is asked of the Visiting Music Teacher; at the heart of his or her task is an active enthusiasm for the subject and an equally active enthusiasm for the young people being taught.

Individual lessons are 30 minutes in length and each pupil should receive around 27 lessons each year. For pupils of Grade 6 standard and above, a double lesson is advised. It is important to inform the Director of Music if you are unable to attend so that students can be informed in good time and an alternative time arranged with them.

Whilst working in the school all meals are included.

## **Personal Specification**

### **Essential**

- Excellent facility in chosen instrument(s)
- Excellent communication skills
- Motivation to work with young people
- Good IT skills
- Willingness to participate in the wider life of a boarding school
- Ability to use initiative and work well independently
- Ability to relate with pupils and their parents
- Desire to develop professionally on a continuing basis.

## Desirable

- Ability to be flexible with regards commitments on evenings and at weekends

## Further details and how to apply

Further information about the school may be viewed on the website: [www.stmaryscalne.org](http://www.stmaryscalne.org)

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

Mrs Karen Turner  
St Mary's School  
Calne  
Wiltshire  
SN11 0DF

Email: [teacher.recruitment@stmaryscalne.org](mailto:teacher.recruitment@stmaryscalne.org)

Tel: 01249 857 338

A fully completed application form, together with a covering letter should be sent to Karen Turner [teacher.recruitment@stmaryscalne.org](mailto:teacher.recruitment@stmaryscalne.org)

**Email is very much our preferred method of receiving applications.** If this is problematic, please contact us by telephone on the above number.

Receipt of an application will be acknowledged as soon as possible.

Closing date for applications: **Midday on Monday 19<sup>th</sup> February 2018**

**All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. The school's Child Protection Policy is available on our website and we would expect applicants to have read this if they are called for interview.**

## **Extract from ST MARY'S CHILD PROTECTION POLICY**

St Mary's Calne fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our boarders and day girls, regardless of age, ability, race, culture, religion, sexuality or class. We follow the child protection procedures set out by the Wiltshire Safeguarding Children Board and have regard to statutory guidance issued by the Department for Education *Keeping Children Safe in Education, 2016*. Our policy takes full regard to *Working Together to Safeguard Children 2015 (WT)*, *What to do if you are Worried a Child is Being Abused (2015)* and the *National Minimum Boarding Standards (2015)*.

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

### **What is safeguarding?**

Safeguarding can be defined as promoting the health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

### **What is child protection?**

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.