**Please note the school does not accept cvs and will only consider completed application forms for shortlisting**

Portland Place School is a leading independent co-educational day school for children aged 9-18, located directly in the heart of the City of Westminster. It was founded with a particular purpose in mind: to be an alternative to the intense, large, examination focused independent day schools of which there are many in London.

We believe that exceptional teaching, combined with a modern curriculum inside and outside the classroom, provides the best stimulus for children to become inquisitive, open-minded and creative learners and achieve beyond exams.

The Music department is exceptionally well equipped and is at the heart of Portland Place School’s celebratory events and engagements. Music plays a key role in extra-curricular activities and the successful candidate will have the opportunity to run extra-curricular ensembles in addition to our established School and Chamber choirs who tour in Europe, and support in the school productions. The Music department consists of a highly skilled and dedicated team who are passionate about their subject.

The school is looking for an enthusiastic and highly skilled Visiting Music Teacher (singing) with a passion for their subject. The post is permanent, two full days per week at £36.50 per hour, starting from September 2018.

The successful applicant will be able to engage, motivate and drive enthusiasm amongst our students across a range of musical styles and genres (including classical, musical theatre and popular), where appropriate preparing and entering them for ABRSM / LCM / Trinity Guildhall examinations and Music Festivals. The applicant will be able to contribute, along with our team of Visiting Music Staff, to the further promotion and development of musical involvement across the school.

**Join Alpha Plus Group – the gold standard in education**

At Alpha Plus schools and colleges we offer rewarding careers. Our teachers are passionate about education and have a desire for personal development.

Alpha Plus is a values-led organisation that prides itself on its high expectations of all involved in the education process.

**Job Description**

**JOB DETAILS:**

**Job Title:** Peripatetic Music Teacher (singing) **Reports to: Director of Music**

**Location: Portland Place School**

**RESPONSIBILITIES**

* To conduct themselves in a professional manner at all times in accordance with school protocols and procedures as outlined on the Alpha Plus Group portal.
* To teach a programme of tuition that includes:
  + Instrumental or vocal technique
  + Music theory and notation
  + Musicality and aural skill development
  + An exposure to a variety of styles and repertoire
* To plan and prepare lessons to the specific needs of each pupil.
* To prepare and enter pupils for graded examination (where appropriate).
* To work with GCSE and A Level Music students in tandem with the Director of Music in order to prepare them for assessed performances.
* To assist with monitoring by:
  + Keeping an up-to-date register provided by the Director of Music.
  + Assessing, recording and reporting on the development, progress and attainment of pupils.
* To volunteer under guidance, to contribute to the cultural life of the school by supporting extra-curricular performances and rehearsals.
* To maintain contact with parents in order to ensure student progress is maximised.
* To be aware of health and safety issues and follow school policy and practice in the event of an emergency.

**PROFESSIONAL CONDUCT**

It is expected that a tutor will:

* Attend all teaching dates agreed with the Director of Music and school office.
* Telephone the School Office on 020 7307 8700 between 7.00am and 7.30am should they be unable to attend a session due to sickness/in case of emergency. If you have to leave a voicemail message with the school office, follow this up with an email to admin@portland-place.co.uk. The Director of Music should also be informed directly.
* Dress professionally and appropriately. Refer to School’s dress code which can be found on the Alpha Plus Group portal.
* Submit to DBS and Barred List checks as required.
* Arrive at school in good time to start first lesson.
* Photocopy lesson materials outside of lesson time.
* Never leave pupils unsupervised during their lesson.
* Pupils are expected to behave at all times. They should be polite and co-operative with staff and other pupils. Should a pupil demonstrate unusual behaviour of a trivial nature, please give a warning in the first instance. If the problem persists, or for incidents of a more serious nature, please refer pupils to the Director of Music.
* Leave teaching rooms tidy, returning any equipment used to its rightful place.
* All members of staff are bound to a code of confidentiality over all matters relating to pupil, parents and staff information.

**MUSIC LESSONS**

* Most individual music lessons last for 30 minutes. If a pupil arrives late, tutor may overrun lessons at their discretion pending time does not adversely affect the next pupil.
* Lessons should contain a variety of activities and utilise a range of teaching methods/strategies.
* Tutors should plan lessons and series of lessons that build on prior attainment and meet the needs of individual pupils. From time to time, it may be necessary to show evidence of this. Information regarding pupils with SEN will be shared with you by the Director of Music. ***Please remember this information is strictly confidential.***
* Lesson observations will take place by the Director of Music at least once every two years, providing a forum for the discussion of your development as a teacher. Observation will be notified in advance.
* If you require further materials or equipment for teaching please contact the Director of Music.

**Monitoring, assessing, recording and reporting**

* Please keep a register of attendance and reason for absence if known.
* If a pupil is absent from a lesson but is in school you should locate them and bring them to the lesson if possible.
* Record the progress of each pupil, each lesson. Share with the individual tutees their strengths and targets.
* Every student in Y4-8 should be issued with an individual music lesson Progress Book. Using this you will work with the student to set yearly goals and to reflect on their progress.
* You will be asked to write a written report to parents once a year at the end of the Spring term. Guidance for report writing will be given by the Director of Music in advance.

**HEALTH AND SAFETY**

* Sign in and out at the school office.
* In the event of fire, an alarm will sound continuously. Please evacuate the building and guide pupil to the evacuation point. Pupil should then join their class group.
* You are required to read the Health and Safety and Child Protection Policy documents of the School and to sign that you have read them before taking up your post.

**PAYMENT**

The Director of Music will produce monthly invoices reflecting the hours which you have worked. These will be sent to the Bursar, after which they will be processed by Head office for payment.

**SKILLS AND EXPERIENCE REQUIRED**

|  |  |  |
| --- | --- | --- |
| **Area** | **Criteria** |  |
| **Skills, Knowledge and Experience** | Ability to plan and deliver outstanding, exciting and innovative lessons  Experience of teaching singing  Ability to lead extra-curricular activities  Excellent communication  Excellent record keeping, ability to report on student progress Excellent and up-to-date subject knowledge | Essential  Essential  Essential  Essential  Essential  Essential  Desirable |
| **Qualifications** | A good degree including Music  A PGCE qualification | Essential  Desirable |
| **Qualities** | Creative, enthusiastic and inspirational teacher  A passion for educating children  Willingness to participate in and take responsibility for trips  Commitment to working as part of a team | Essential  Essential  Essential  Essential |

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| --- |
| **SAFEGUARDING**  APG is committed to safeguarding and promoting the welfare of children and young people and as an  employee of APG you are expected to share this commitment. The protection of our students’ welfare is the responsibility of all staff within APG Schools and individuals are expected to conduct themselves in a way  that reflects the principles of our organisation. All staff are required to undertake vetting & compliance via the DBS service. |

JOB DESCRIPTION AGREEMENT

Job Holders signature: Date:

Manager’s signature: Date: