

13th September 2017

**CLARINET TEACHER (MATERNITY COVER)  
INFORMATION FOR APPLICANTS**

**THE SCHOOL**

Westminster Cathedral Choir School (WCCS) is one of London's leading academic prep schools, and a choir school for the choristers of Westminster Cathedral.

The school was founded in 1902 to provide boarding choristers to sing the daily liturgy in the new cathedral. In 1976 day boys were introduced, and in 2017 a pre-prep school. Current numbers stand at one hundred and ninety six boys, aged four to thirteen (Reception – Year 8). The twenty eight choristers receive major scholarships towards fees.

Westminster Cathedral Choir School is academically selective and prepares boys for leading senior schools at 13+, including City of London, Dulwich, Eton, Harrow, King's College Wimbledon, Marlborough, St Paul's, Tonbridge, Westminster and Winchester. Almost all choristers achieve major music scholarships.

**THE POSITION**

The governors seek to appoint an outstanding clarinet teacher (maternity cover), who can teach boys from October 2017. WCCS is a selective, central-London School: applicants should wish to work in a fast-paced environment, where musical and parental expectations are high.

The successful candidate will be fully supportive of the School's mission, Catholic ethos and traditions and set a positive, professional example to boys. The successful candidate's responsibilities are detailed below.

**SPECIFIC RESPONSIBILITIES**

- To teach, per week, 10 to 12 individual clarinet lessons to an exemplary standard (to pupils aged between 7 and 13 years old)
- To communicate well with parents regarding any clarinet issues
- To produce weekly targets so that pupils are suitably aware of expectations and their current rate of progress
- To teach one small ensemble clarinet group, producing resources that are age-appropriate, yet suitably challenging and engaging for each individual pupil

*Administration*

- To liaise with the HOM (Head of Music), particularly in regard to weekly timetables
- To keep records of effort and achievement, in line with School policy
- To write reports as required, following stated protocols
- To attend music staff meetings as required

*Pastoral care*

- To follow and support the School's stated policies on rewards and sanctions, anti-bullying and child protection
- To treat all pupils with equanimity
- To report all pastoral concerns to the Deputy Head Master (Pastoral)

*Health & Safety*

- To prepare for and respond to inspections of health and safety, internal and external

*Personal conduct*

- To welcome prospective parents and visitors into lessons (with the Head Master or a member of staff designated by him) at any reasonable time
- To maintain professional dress and appearance
- To maintain mannerly and professional spoken and written relationships with all colleagues, parents and pupils
- To be publicly supportive of the School's mission, aims and aspirations and Catholic ethos

*Other*

- To participate in appraisal meetings with the HOM
- To attend INSET training as required
- To undergo any other training as reasonably required
- To follow all policies, protocols, procedures and regulations as stated in the staff handbook

**FLEXIBILITY**

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Head Master.

**THE PERSON**

This position would suit an experienced clarinet teacher.

**SAFEGUARDING & CHILD PROTECTION**

WCCS is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, referees and the Disclosure and Barring Service.

## **TERMS**

This post is temporary, to cover maternity leave.

## **THE BENEFITS**

The successful candidate will be paid an hourly rate of £38.74: the hours to be agreed with the Head of Music.

## **HOW TO APPLY**

Candidates should complete the application form and send it with a brief (one page only) letter of application to:

Mr Neil McLaughlan  
Head Master  
Westminster Cathedral Choir School  
Ambrosden Avenue  
London SW1P 1QH

Applications sent by email are acceptable.

**Email** [lauger@choirschool.com](mailto:lauger@choirschool.com)

An additional CV or supporting statement is not required.

Candidates who would like an informal discussion about the post are welcome to contact the Head of Music, Mark Kennedy.

**Email** [mkennedy@choirschool.com](mailto:mkennedy@choirschool.com)

The closing date for applications is **Friday 15th September**.