



JACK HUNT SCHOOL (TRUST)

A Specialist Language and Sports College



Application Pack





Jack Hunt School (Trust)

A Specialist Language College and Sports College

Ledbury Road, Peterborough, PE3 9PN
Tel. 01733 263526 Fax 01733 330364
email info@jackhunt.net
website ~ www.jackhunt.net

Headteacher: Mrs P J Kilbey, BEd (Hons), PG Dip Ed, NPQH

Group 8 (11-18), Roll 1740 (251 in Sixth Form)

'A good school in all categories' – Ofsted May 2013

MUSICAL THEATRE TUTOR

Required to start as soon as possible, a well qualified and enthusiastic Musical Theatre Tutor to join an established Ballet School with an excellent reputation, catering for the needs of pre-school children up to senior students. The appointment is 3.75 hours per week; Tuesday's 4.45 pm to 8.30 pm.

The successful candidate will be required to provide high quality lesson planning preparation, teaching and assessment to allocated classes and students.

Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.

The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students we look forward to hearing from you.

The Governing Body of Jack Hunt School is committed to safeguarding and promoting the welfare of children and young people.

***Application process and further details available on the Jack Hunt School website:
www.jackhunt.net***

Closing date: Tuesday 6 December 2016 at 9.00 am





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Headteacher: Mrs P J Kilbey, BEd (Hons) PG Dip Ed NPQH
Deputy Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH Deputy Headteacher: Mr J Gilligan, BSc (Hons) PGCE LP

pers/vacpac/letter

November 2016

Dear Applicant

Application for Post as Music Theatre Tutor

The Governing Body at Jack Hunt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Thank you very much for your request for details of the above vacancy.

Jack Hunt School offers exciting opportunities and a very broad range of experience to its staff. Although a large and diverse school, with 57% EAL and 71 different languages spoken by the student body, staff and students are friendly and supportive and there are ample opportunities for professional development and advancement for all teachers. Our Gold Investor in People re-assessment profiled us very highly against national benchmarks.

We are not a complacent School. Improvement is always possible. Our recognition as a lead School on the Leading Edge Programme is evidence of our commitment to further improvement. We are a Specialist College for Languages and Sport. Our status as a designated Training School enables us to have widespread and effective support and in-service training for all groups of staff.

Our Ofsted inspection in May 2013 concluded that we are 'a good school in all categories'. We have the capacity to become outstanding and that is our goal.

In this post we are seeking someone who is keen to develop professionally and who is prepared to work in a collaborative way with colleagues. Individual contribution to teamwork and a positive 'can do' outlook is essential.

Our selection criteria for the post are clearly outlined in the documents on the website for applicants. If you do truly want to make a difference to the lives and aspirations of our students and if you aspire to work in a supportive, professional environment with a learning and reflective culture, we would be very pleased to receive an application from you.

Yours sincerely

Mrs P J Kilbey
Headteacher



Our Head Prefect Team 2016-2017



JACK HUNT SCHOOL

JOB DESCRIPTION

Post: Part-time Musical Theatre Tutor

Salary Scale: £17.00 per hour

Accountable to: Head of Dance & Theatre School

Purpose of the Job

To provide high quality lesson planning, preparation, teaching and assessment to allocated classes and students.

In respect of these duties the Musical Theatre Tutor is accountable to and supported by the Head of the Dance and Theatre School.

General Requirements

Your duties will include, but not be limited to, formal scheduled teaching, preparation of learning materials, leadership and management of your teaching duties, meetings and continuing professional development.

General Accountabilities

- Work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the School's policies.
- Comply with any reasonable and lawful rules and regulations, which the School may from time to time issue, to ensure the efficient operation of its business and the welfare and interests of its students and employees.
- To positively present the school and maintain a good relationship with all stakeholders in the community, including learners and parents.
- Complete the register at the start of each course session and maintain this record accurately as required by the legal and School procedures for registers.
- Attend tutor meetings as required.
- Advise the Head of the Dance & Theatre School of any concerns regarding the course(s) for example: learners, drop in numbers, equipment, rooming.
- The School Handbook, which is updated annually, contains all the information to support you whilst employed by the School. A hard copy of the Handbook is given to all new tutors. It is also available electronically. Please speak to your Community Education Manager if you require an updated version electronically, or as a hard copy.
- Undertake an evaluation of your course(s).
- Participate in staff development and training activities as appropriate.

Teaching and Learning

- Deliver classes that develop the students' abilities in all 3 strands of Musical Theatre: singing, acting and movement.
- Produce a scheme of work and lesson plans for each class in accordance with the above ethos.
- Take full responsibility for the preparation, delivery, assessment and quality of your course(s).

- Understand syllabus requirements and fully prepare students for their Music Theatre examinations.
- Produce Musical Theatre numbers for performance including solos, duets and group numbers.
- Warm up the students vocally and physically at the beginning of each class. A piano is available or alternatively, backing tracks may be used for the vocal warm up.
- Prepare all learning materials for your classes including lyrics and backing tracks etc.
- Be committed and enthusiastic in your approach to teaching and have a positive attitude generally when relating to learners.
- Assist in encouraging and enabling the personal development of learners in terms of, practical, creative and physical skills.
- Monitor learning and help individual learners to progress to the next stage of their development.
- To treat all students fairly, with equality of regard for gender, religion, culture and social context.

Behaviour Management

- To be in the classroom awaiting the arrival of the students.
- To record student attendance at each lesson.
- To ensure that mutual respect, self-discipline, mature behaviour and good work habits are encouraged.
- To create a classroom environment where all students feel valued.

Monitoring and Assessment

- To provide opportunities for students to assess, reflect on and improve their performance.

Performance Management

- Have an up-to-date knowledge of developments in Musical Theatre.
- Continuing professional development.

Health, Safety and Resources

- Make sure learners are aware of any health and safety considerations relevant to the course and teaching environment.
- Explain the Fire Regulations at the start of each term to each class.
- To support the school in its commitment in safeguarding and promoting the welfare of children and young people.
- To ensure that the classroom is a well organised learning environment.
- To ensure that classrooms are left tidy at the end of each lesson. To report any damage promptly to the Head of the Dance & Theatre School.

This job description will be reviewed periodically.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



Appointment of Musical Theatre Tutor

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Applicants will be judged against the following criteria:-

Essential

- Experience in all 3 strands of Musical Theatre – singing, acting and movement.
- Relevant professional qualifications.
- Extensive subject knowledge including the history of Musical Theatre and keeping abreast of recent productions and developments.
- Evidence of effective teaching of Musical Theatre.
- Experience of teaching a wide range of ability.
- Able to choreograph and produce Musical Theatre numbers for performances.
- Able to communicate effectively.
- Ability to form good relationships with students, parents and colleagues.
- Proven classroom management skills.
- Demonstrate a high regard for the safeguarding of children.
- Understanding of equal opportunities issues in schools.
- Ability to be well organised and efficient including completing agreed tasks within set timescales.
- Willing to participate in training for professional development.
- Adaptable and available to work such hours as reasonably necessary for the proper performance of duties (including some additional hours for rehearsal when preparing for the biennial school show).
- Evidence of a commitment to continuing professional development.

Desirable

- Experience in preparing students for Music Theatre examinations (LCM, Trinity College or LAMDA).
- Professional experience in Musical Theatre.
- Relevant teaching qualifications.

You are invited to demonstrate how you satisfy some of the above criteria in your letter of application.

Pay and Conditions of Service

The successful applicants will be contracted for 3.75 hours per week, term time only. Rate of pay is £17.00 per hour. Employment will be a self employed member of staff and you will be expected to invoice the school for hours worked.

If you are appointed to the post, it will be on the understanding that you are prepared to undergo a DBS check and necessary safeguarding checks.



Application Procedure

Application is via completion of an online application form accessed at www.jackhunt.net/careers. Forms should be submitted via our careers page by **Tuesday 6 December 2016 at 9.00 am**.

Applicants are asked to indicate in their application how they fulfil the above criteria.

It is essential that the application form is fully completed. Omissions may lead to your form not being accepted.

Interviews will be held shortly after the closing date with the start date being as soon as possible once all the safeguarding checks have been completed.