



JOB DESCRIPTION: VISITING CLARINET TEACHER

OLA Senior School is looking for a qualified and experienced music teacher to teach the clarinet. The successful candidate will be able to teach students from beginner to post-grade-8 standard. The ability to teach other woodwind instruments as well may be advantageous. Initially, we are looking for someone to teach for about 2 hours per week, but opportunities will be given to recruit new pupils. Visiting Music Teachers are self-employed and invoice parents for tuition fees, which are currently set at £40 per hour.

PERSON SPECIFICATION

Essential:

- Qualified to degree or diploma level in music
- Able to play the clarinet to a high standard
- Able to teach good and engaging lessons at all levels, using a variety of different teaching repertoire to promote enjoyment of the instrument
- Where appropriate, able to prepare pupils thoroughly for grade exams, for the performing elements of GCSE and A level Music, and for external competitions and auditions, and to enable them to achieve success in these
- Able to communicate efficiently and maintain good relationships with parents
- Experience of working with young people

Desirable:

- A music teaching diploma or other teaching qualification
- Experience of preparing candidates for ABRSM exams, and other public exams in music

RESPONSIBILITIES

- To teach brass instruments to individual pupils, as allocated by the Director of Music
- To offer at least 30 lessons per academic year (25 to pupils in Year 11 or the Upper Sixth)
- To comply with the relevant child protection and safeguarding policies, including attending safeguarding training
- To complete a twice-yearly report to parents on pupils' progress

ADMINISTRATIVE DUTIES

- To timetable lessons half a term in advance, complying with the School's policies on timetabling of instrumental lessons
- To communicate lesson timetables in an efficient and timely manner to pupils, parents, and OLA teaching staff
- To issue invoices to parents on a termly or half termly basis
- To maintain accurate registers, and give copies to the Director of Music
- Instrumental tuition is subject to a standard agreement between the school and the visiting teacher, and to an agreed set of terms and conditions, which all visiting music teachers follow
- The Music Department publishes a VMT Handbook, which contains details of all the policies and procedures which Visiting Music Teachers are expected to follow

OTHER ASPECTS OF THE POST

OLA has a busy and friendly Music Department, which is staffed by the Director of Music and one other classroom Music teacher, plus twelve visiting music teachers. There are many opportunities for public performance, both in major whole-school concerts, and in smaller, informal performances. Musical events are well supported; the department normally runs a Music Tour on alternate years (this summer to Spain), and puts on a major school Musical in the intervening years. We currently offer lessons on all major orchestral instruments, piano, organ, guitar, percussion/drum kit and singing. The OLA Junior School is on the same site, and instrumental teachers are shared between Junior and Senior schools; the successful candidate may be required to teach some Junior School pupils as well as seniors. The department has one main teaching room, a Music ICT room containing a suite of iMac computers running a range of Music software, and three practice rooms, in which instrumental lessons normally take place. The school hosts ABRSM exams either twice or three times per year (depending on demand). We offer Music Scholarships to particularly accomplished instrumentalists (or singers), which entitle them to free instrumental lessons. Instrumental teachers teach these pupils as normal, but invoice the school for the lessons, rather than the parents. In a fairly small school, the programme of instrumental ensembles on offer varies from time to time, depending on pupils' interests and abilities, but over the past few years the school has (at different times) had an orchestra, silver band, soul band, and clarinet ensemble, flute ensemble and jazz group.

REMUNERATION

The school recommends an hourly tuition rate, which most VMTs follow, which is reviewed annually. It is currently £40 per hour; this includes a £2 charge for room hire, which is paid by the teacher to the school.

INTERVIEW ARRANGEMENTS

Early applications are encouraged. Applicants are asked to submit a completed application form no later than 12.00 noon on Monday 18th June, but applications will be considered as they are received. As part of the selection process candidates will be required to teach an observed lesson it would be helpful if you would state any dates when you are not available for interview on your application form.

Our Lady's Abingdon is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment will be subject to references and to a satisfactory DBS clearance.

