



# APPLICATION PACK

## MUSIC TEACHER

### **CLOSING DATE:**

9AM ON MONDAY 25 FEBRUARY 2019

### **INTERVIEW DATE:**

MONDAY 4 MARCH 2019





Dear Applicant

Welcome to The Manor!

Thank you for your interest in The Manor Preparatory School. This information pack is designed to give you more information about the school and the post you are interested in and we hope that we are able to convey the qualities that make The Manor an exceptional place, not only for our pupils, but also for our fulfilled and happy staff that work hard to create the school's spirit, warmth and dynamism.

Founded in 1907 and situated in Abingdon, the Manor Preparatory School is an outstanding independent co-educational day school that welcomes boys and girls aged 2-11. The Manor has a wonderfully happy, creative atmosphere where each individual is challenged and cherished to reach their potential. Every child is encouraged to push themselves to new challenges, resulting in outstanding results academically, on the sports field, and in creative and performing arts.

In the Early Years Department, our purpose-built Pre-Nursery and Nursery gives children the best start in bright, airy facilities together with a team of enthusiastic, qualified and dedicated staff. Children in Reception, Years 1 and 2 are exposed to a stimulating and enriching curriculum supported by a team of exceptional Teachers and a full-time Teaching Assistant in each class.

From the age of 7 to 11, the pupils in our Prep Department enjoy increased specialised teaching in a rich, warm-hearted environment where all pupils are encouraged to fulfil their potential. The school has outstanding facilities for Music, Science, ICT, Food Technology, Sport and Drama and offers an extensive range of extra-curricular activities but retains a primary school ethos, focusing on the happiness and well-being of each child.

In its latest ISI Inspection Report, The Manor was rated 'excellent' (the top grade the ISI now awards) in all respects. Each member of our staff contributes to the unique identity of The Manor, providing a network of support and teamwork which has become a characteristic of the School. Children are "challenged and cherished".

We hope that on reading our application pack, we are able to convey a sense of the school's spirit, warmth and dynamism that have made it thrive over the years. Naturally if you have any questions, please don't hesitate to contact us by email ([hr@manorprep.org](mailto:hr@manorprep.org)) or by phone (01235 858 478). You are welcome to telephone to arrange for an informal tour at any point.

May we take this opportunity to thank you for the time and thought that we recognise goes into preparing a job application.

With very best wishes

**Alastair Thomas**  
**Headmaster**

## JOB DESCRIPTION

<b>Job Title:</b>	Music Teacher
<b>Line Manager:</b>	Director of Music

<b>Primary Responsibilities:</b>
<p><b>Key Areas of Responsibility</b></p> <ul style="list-style-type: none"> <li>• To ensure that music is made accessible to, and enjoyable, for every child in the school regardless of individual ability.</li> <li>• To instil a love of music throughout the year groups taught, through practical work, singing, performing, listening and composition.</li> <li>• To develop in a systematic manner the skills required in the National Curriculum.</li> <li>• To understand and develop opportunities for music to be integrated with other subjects across the entire curriculum, where appropriate.</li> <li>• To work closely with the Director of Music, other music staff and performing arts specialists to produce concerts, musical plays and other events of a high standard.</li> <li>• To create regular opportunities for talented children to perform in public, as soloists or members of small groups (whilst maintaining the policy that music at Primary level should remain a subject in which all can participate.)</li> <li>• To play the piano to a high standard and to rehearse and accompany concerts and other performances as required.</li> <li>• To collaborate with the Director of Music in continuing to develop a successful and innovative Music Department.</li> </ul> <p><b>Teaching Commitments</b></p> <ul style="list-style-type: none"> <li>• To share with the Director of Music the teaching of class music in the school from Pre-Nursery to Year 6, ensuring that lessons are engaging, challenging and planned with clear differentiation for all pupils.</li> <li>• Keep accurate records of pupils' progress in lessons following the school marking policy.</li> </ul>

### **Further Activities**

- Rehearse and accompany Associated Board Examinations
- Assist with Prep and Pre-Prep concerts, plays and other events, including, but not limited to the Manor Concert and Carol Service.
- Play for Prep and/or Pre-Prep assemblies as required.
- Be aware of any learning support arrangements for all pupils taught and be in regular communication with the Director of Music and other peripatetic music staff about pupils taught in class and individual lessons.
- Run, or assist with, a range of ensembles before, during and after the school day. This could be up to 6 ensembles per week and until 5.30pm on certain days. Please note that these activities are an integral part of the job and therefore included within the overall salary for the position.
- Be willing to take part in/organise concert trips and visits.
- Occasional weekend commitments e.g. The Oxford Music Festival, Carols at Millets Farm.
- Assist the Director of Music in the day to day running of the department.

### **General Teaching Duties**

(Applicable to all Teachers, and to Teaching Assistants where appropriate)

#### **Assessments and Reports**

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

#### **Appraisal**

- Participating in arrangements for the teacher's further training and professional development as a teacher.

#### **Review: Further Training and Development**

- Reviewing from time to time the teacher's methods of teaching programmes of work.
- Participating in arrangements for the teacher's further training and professional development as a teacher; the two days before the start of each term – i.e. when the pupils return – are for all staff for training and preparation; the final day of the Autumn half-term is also used for training; there may be other days in the school year when staff are required for training with reasonable notice.

### **Educational Methods**

- Advising and co-operating with the Head and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

### **Discipline, Health and Safety**

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised school activities elsewhere; following all aspects of the School's Safeguarding Children policies, including informing the Headmaster (or Head of Early Years in EYFS) of any concerns.

### **Staff Meetings**

- Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements. These could be after the Normal School Hours but should normally be finished by 5.45pm.

### **Cover**

- Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them.

### **Public Examinations**

- Participating in arrangements for preparing pupils for public examinations (including Common Entrance, other 11+ tests, Key Stage tests and NFER tests at any age) and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.

### **Management**

- Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers.
- Co-ordinating or managing the work of other teachers.
- Taking part, as may be required of the teacher, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

**Administration**

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and material.
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

**Other Duties**

- Staff are expected to carry out other duties as reasonably requested by the Headmaster or the SLT.

**Staff Handbook**

- To follow the directions contained in the Staff Handbook, which change from time to time.

**Review Arrangements:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It is inevitable that over time the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise this Job Description from time to time in consultation with the postholder.

## PERSON SPECIFICATION

The Manor Preparatory School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.

CRITERIA	NECESSARY REQUIREMENTS	DESIRABLE REQUIREMENTS
<b>SKILLS, KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of teaching pupils in Key Stage 2</li> <li>• Willingness to teach all age groups within the school</li> <li>• Excellent pianist and experienced accompanist</li> <li>• Experience of directing and rehearsing ensembles and choirs</li> <li>• Excellent subject knowledge</li> <li>• Proven track record of delivering engaging and stimulating lessons that inspire and motivate pupils</li> <li>• Experience of teaching individual instrumental lessons</li> <li>• Excellent communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching pupils in Key Stage 1 and EYFS</li> <li>• Accomplished performer on second instrument</li> <li>• Understanding and knowledge of developments in Music teaching</li> <li>• Good ICT skills</li> </ul>
<b>EDUCATION/ QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent</li> <li>• PGCE or equivalent with specialism in Music</li> </ul>	
<b>COMMITMENT TO SAFEGUARDING OF CHILDREN</b>	<ul style="list-style-type: none"> <li>• A knowledge and keen awareness of Safeguarding Children matters and an ability to demonstrate personal values and beliefs in accordance with the School's Safeguarding Children Policy</li> </ul>	
<b>PERSONAL SKILLS AND ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Flexibility and adaptability</li> <li>• Willingness to collaborate with other music staff in teaching,</li> </ul>	

	performance, assessment and planning. <ul style="list-style-type: none"> <li>• Warmth and sense of humour</li> <li>• Empathy and excellent rapport with pupils</li> <li>• Ability to prioritise workload, work under pressure and to deadlines</li> </ul>	
<b>COMMITMENT TO QUALITY AND DIVERSITY</b>	<ul style="list-style-type: none"> <li>• Ability to understand and demonstrate a commitment to equality and diversity.</li> </ul>	

## THE MUSIC DEPARTMENT

The Music Department at The Manor Preparatory School is a busy, dynamic department comprising a Director of Music together with a part-time Music Teacher and a part-time Music Department Administrator. There are also 13 visiting peripatetic staff who teach individual lessons to roughly 65% of Year 2-6 pupils in the school. Several peripatetic teachers run ensembles and all are closely involved in preparing pupils for extra-curricular events within the department.

Each child receives an hour of academic music per week. Pupils are introduced to different periods and genres of music and there is a strong emphasis on practical musicianship, especially singing. In Years 3-6 music theory workbooks underpin the topic-based learning and there is a focus on a particular instrument for one term each year; this is currently tuned percussion in Year 3, keyboards in Year 4, Samba bateria in Year 5 and ukuleles in Year 6.

Music plays a central role in the life of the school through concerts, productions, services, music competitions and regular weekly events such as assemblies. Chapel Services take place once a term with the School Chaplain, and Chamber Choir sings the anthem. There is a weekly Hymn Practice for pupils in Year 3-6 and both whole-school and section assemblies where the pupils regularly have the chance to perform to their peers.

The children are encouraged in their love of Music in all its forms and are given numerous opportunities to explore this both individually and collectively throughout the year. Every child takes part in the annual Carol Service and pupils who belong to one or more ensembles or choirs also perform at the Manor Concert in the Spring Term. Each child who learns an individual instrumental lesson is encouraged to perform in the Year Group's Music Afternoon in the Summer Term and there are also occasional Breakfast Concerts for pupils taking ABRSM and/or Trinity exams.

The Department is very well-resourced with a purpose-built Music block including two large class teaching rooms, 5 peripatetic teaching rooms with upright pianos, a music store room and the Music Office. There are a large number of instruments available for hire, including 5 school harps.



The Department runs an extensive extra-curricular programme, including the following ensembles:

*Year 1&2 Choir*  
*Middle School Choir*  
*Upper School Choir*  
*Chamber Choir*  
*Training Orchestra*  
*Orchestra*  
*Junior Strings*  
*Intermediate Strings*  
*Chamber String Group*  
*Wind Band*  
*Flute Choir*  
*Guitar Band*  
*Ukulele Band*  
*Recorder Club*  
*Harp Ensemble*  
*Theory Group*

Every child at The Manor is encouraged to explore their musical abilities and to take part in ensembles and choirs. We very much adopt the “music for all” policy where every child is given the opportunity to explore their musical abilities, whilst we also encourage the more able to make the most of their talents and contribute to the musical life of the school.

## How to apply

Before applying for this position, candidates should read our Safeguarding Children Policy, available on the policies section of our website (<http://www.manorprep.org/about-our-school/policies/>). Please also refer to the website for further information about the school.

Applicants should send a Letter of Application and the signed completed Application Form by 9am on Monday 25 February 2019 to:

HR Department  
The Manor Preparatory School  
Faringdon Road  
Abingdon  
OX13 6LN  
Tel: 01235 858478  
e-mail: [hr@manorprep.org](mailto:hr@manorprep.org)

***Please note that we will require a signed copy of the Application Form returned to The Manor.***

Information provided will be administered under the school's Data Protection Policy.

*The Manor Preparatory School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

## **Application and Recruitment Process ⑩ Explanatory Note**

### **Application Form**

- Applications will only be accepted from candidates completing the enclosed application form in full. CV's will not be accepted in substitution for completed application forms in the absence of good reason. They may, however, be submitted in addition to the application form.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared, even if the candidate believes they have been deleted from police records.
- The successful applicant will be required to complete an Enhanced DBS Disclosure. For further information, contact the Disclosure and Barring Service – [www.disclosuresdbs.co.uk](http://www.disclosuresdbs.co.uk)
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. The employer may answer 'not applicable' if your duties have not brought you into contact with children or young persons. The school may contact any of your previous places of work, whether or not they have been named in connection with a referee.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

### **Invitation to Interview**

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children. Interviews for this post will consist of one round which will include a lesson observation and a tour of the school.

## **What to bring to the Interview**

### **1. Eligibility to work in the UK Documents:**

Please ensure that you pass your proof of eligibility to work in the UK to the interviewer at your interview.

#### **British Citizen;**

- Passport showing that the holder is a British citizen.

#### **OR**

- A Full UK Birth Certificate or birth certificate issued in the Channel Islands, Isle of Man or Ireland along with either a P45 or P60 or a wage slip that is printed.

#### **Citizens from the EU/EEA;**

Do not require work permits or Sponsorship and have complete freedom to live and work in the UK - see countries below:

1. Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, Netherlands, Portugal, Spain, Sweden, UK and also Switzerland, Norway, Liechtenstein and Iceland
2. Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, Slovenia

#### **The following A2 Countries do require Accession Worker Card**

Bulgarian or Romanian Nationals (Blue, Purple or Yellow)

#### **All non EU/EEA Citizen require one of the following documents:**

- Ancestral Visa
- Family Reunion Visa
- Shortage Occupations (Tier) 2
- Spousal Visa
- Married to a UK Citizen
- Partner/married to holder of Sponsorship
- Student Visa – Tier 4
- Tier 5
- Youth Mobility
- Indefinite leave to Remain in the UK (Permanent Residence)
- Settlement
- Refugee

### **2. DBS Documents:**

We routinely verify qualifications where they are a mandatory requirement for the post and undertake enhanced Disclosure and Barring List checks on all staff who have contact with children or vulnerable adults.

Unless you are able to provide details of a portable DBS Certificate for checking by the school then you will be required to undergo a DBS check at The Manor.

The appropriate documents should be presented at interview and they will be photocopied and verified at this stage.

Should you not be successful in securing the position you are interviewing for, these copied documents will be securely destroyed. N.B. (Photocopies are not acceptable).

### **3. Professional Qualification and Membership**

If the position you are applying for requires a mandatory professional qualification you will need to produce your qualification and proof of professional membership at interview.

### **Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon

- verification of identity and qualifications
- verification of right to work in the UK
- a check against the Children's Barred List and the Adults' Barred List
- a satisfactory Enhanced Disclosure and Barring Service check
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- receipt of at least two satisfactory references
- verification of professional status such as GTC registration, QTS Status (where required), NPQH
- a signed declaration of medical fitness to work with children
- completion of an Declaration of Disqualification
- satisfactory completion of the probationary period
- verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)

### **WARNING**

Where a candidate is:

- found to be on Children's Barred List, Adults' Barred List or the Protection of Children Act List; or
- the Enhanced DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children, the facts will be reported to the Police and/or the Department for Education and the ISA.