



St George's  
WEYBRIDGE

# Candidate Information Pack

## Music Teacher



[www.stgeorgesweybridge.com](http://www.stgeorgesweybridge.com)







# St George's Weybridge

Thank you for your interest in St George's Weybridge and, in particular, in the role of Music Teacher based at the Junior School. We are delighted that you are considering our School and we hope that you will wish to apply for this position once you have found out more about us.

Founded in 1869 by the Catholic Order of Josephites, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the College and Junior School work together to a 'one-school' principle, educating in excess of 1,600 students across the two school sites.

At St George's, we seek to inspire a love of learning in our students and to encourage all to fulfil their aspiration and potential within an atmosphere of mutual respect and compassion. We acknowledge that each child is an individual with unique talents and abilities. Our role is to identify and develop these talents by providing them with every opportunity to achieve in the classroom, on the sports field and on the stage.

It has been an exciting time here at St George's Weybridge, with Rachel Owens joining us as Headmistress at the College, bringing her vision and enthusiasm as she leads the College in the next stage of its development. And to mark our 150 Year Anniversary, an exciting new architectural development for the College has been opened that has transformed our current activity facilities. The Junior School, led by Antony Hudson, goes from strength to strength, with the latest addition, "The Ark", with its state of the art classrooms, resource areas, IT suite and outdoor learning areas opened by Cardinal Cormac Murphy-O'Connor in April 2016.

Our schools are supported by a strong Business Team made up of passionate and dedicated individuals working across a broad spectrum of departments, all pulling together to provide professional business services enabling the delivery of an outstanding Georgian education. The heads of each of the nine business departments form the Business Management Team which complements the activities of the College and Junior School Senior Management Teams.

We hope this pack provides you with useful information about both St George's Weybridge and this pivotal role and that you will consider applying for this job – we recognise that a great deal of thought and time goes into preparing such an application and we assure you that we will, in turn, give your application serious consideration.



*Mrs Rachel Owens*  
Headmistress, St George's  
College



*Mr Greg Cole*  
Bursar and Clerk to the  
Governors



*Mr Antony Hudson*  
Headmaster, St George's  
Junior School

# Our Georgian Family Ethos

The distinctive Josephite traditions upheld by St George's College and St George's Junior School encourage a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion.

This atmosphere aims to reach out to all families, our alumni known as 'Old Georgians', the local community and the wider world.

St George's College and St George's Junior School are proud to have a reputation for being friendly schools, where all students are individually known and valued equally whatever their strengths and weaknesses. Great care is taken by the teaching staff to ensure that all of those in their care develop into quietly confident, compassionate and perfectly balanced individuals, which will prepare them to play a responsible role in the shaping of society.

Christian values have always permeated every aspect of School life. St George's College and St George's Junior School are Roman Catholic schools which welcome students from all Christian denominations. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. St George's Weybridge has clear policies about equal opportunities and does not tolerate any form of harassment or bullying.



# Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's and continuous professional development is actively encouraged and supported.

Conveniently situated, both schools are supported by great road and public transport links. The grounds of St George's Weybridge are stunning with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. The facilities offered at both schools are exceptional with many more exciting developments underway.

St George's prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff.

## What Our Staff Say

"From the moment I drove into St George's College, I felt a great sense of welcome and belonging. The recruitment process was effortless and accommodating. The general attitude and friendliness of staff at St George's has enabled me to settle in very quickly and comfortably into the Georgian Family. Students at both the College and Junior School are really lovely, along with the grounds that are a joy to walk around. I feel very proud working for such a wonderful place, which clearly values and appreciates its staff."

**Oliver**

"I can honestly say I love working at St George's and enjoy coming into work every day. The people at St George's make the school what it is today and I feel extremely lucky to be part of this community."

**Laura**

"St George's Weybridge is a fabulous place to work, set in beautiful grounds and with an ethos where everyone shares and embraces each other's skills and knowledge. From day one, I have found everyone to be warm and welcoming and there is culture that evokes mutual respect amongst staff and students alike. I definitely feel part of the 'Georgian family'!"

**Angela**

"Since day one the staff and students have been extremely friendly and helpful to me, there is a lot of respect between staff and students and this combined creates the perfect learning environment for everyone at the college, staff included."

**Toby**

# The Role

<b>Job title:</b>	Music Teacher
<b>Line Manager:</b>	Director of Music
<b>Salary:</b>	Competitive salary based on skills and experience
<b>Hours:</b>	Four days
<b>Contract:</b>	Permanent

## Overall summary of role:

This is an ideal post for an ambitious and enthusiastic musician who will be able to help build further the high standard of music within the school.

This is an exciting opportunity to join an experienced, successful and collaborative Music department. The team currently consists of three specialist Music teachers who are responsible for the teaching of Music to all pupils from Nursery to Year 6. Pupils are well behaved, polite, keen to learn and are all encouraged to achieve their individual best. Teachers in the department have high expectations for all, but very much tailor their lessons to suit the needs of each pupil.

You will be a creative thinker, with an evident passion for Music and a keen desire to enthuse pupils. You will enjoy working as a team, have a good sense of humour, and will maintain excellent working relationships with colleagues. Our aim is to develop independent, lifelong learners who are well prepared for their next stage of learning and we are seeking someone who shares our aims.

The successful candidate will encourage and confidently support pupils at all levels of ability, and inspire pupils to excel in all aspects of music to enable them to realise their potential.

They will be fully involved in the life of the Music Department and its programme of events, such as Carol Services, Christmas and Summer Showcase concerts, Informal concerts, school productions and Nativities, as well as events outside school and will be warmly encouraged in any new initiatives they might like to bring to the post.

## Main duties & responsibilities:

- Teaching 24 periods of Class Music as instructed by the Director of Music
- Planning and preparing individual lessons, based on departmental plans
- Assessing, recording and reporting on the development, progress and attainment of pupils
- Working as part of a collaborative, specialist team
- Taking part in the school's performance management system and attend meetings with the reviewer at least once per term
- Attending staff meetings, planning meetings and Parents' Meetings as required
- Contributing to the extra-curricular programme at St George's including an active involvement in the running of a variety of ensembles
- The ability to accompany pupils in concerts and school productions.
- Any other duty as required by the line manager commensurate with the post.

- Promote the Roman Catholic Josephite ethos of St George's and the ideals contained within the School Mission Statement.
- Take an active role in promoting a culture with pupils' safety and wellbeing as the highest priority through adhering to the school Safeguarding, Child Protection and Health and Safety policies.
- Undertake duties as required as directed by the Assistant Head (Staffing).

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time.

# Person Specification

Importance	Criteria	Assessment
<b>Knowledge and Experience</b>		
<b>E</b>	<p>High calibre Musician including being a competent pianist</p> <p>Excellent subject knowledge</p> <p>Knowledge of best practice for outstanding teaching and learning outcomes</p> <p>Experience of providing differentiated and effective teaching for all pupils</p> <p>Experience of working in partnership with parents, pupils and colleagues</p> <p>Experience of teaching children in Key Stage 1 &amp; 2</p>	<b>Interview/Lesson observation</b>
<b>D</b>	<p>Evidence of continual professional development</p> <p>Experience of working with children in an independent school</p>	<b>Interview</b>
<b>Skills and abilities</b>		
<b>E</b>	<p>Ability and desire to inspire children with a love of learning Music</p> <p>Excellent interpersonal and communication skills</p> <p>Ability and desire to work as a member of a collaborative team within the Music Department</p> <p>Ability to make effective use of assessment for learning strategies</p> <p>Ability to maintain good discipline and create an atmosphere that will encourage learning</p> <p>Be able to recognise and reward the efforts and achievements of individual pupils</p> <p>Experience of reporting to and communicating effectively with parents</p> <p>Ability to prioritise workload demands</p> <p>Competent IT skills</p>	<b>Interview/Lesson observation</b>



<b>D</b>	<p>Desire to be involved in developing departmental plans and schemes of work</p> <p>Ability to set up microphones, media players, PA systems etc.</p> <p>Run Music Tech clubs</p>	<b>Interview</b>
<b>Personal Qualities</b>		
<b>E</b>	<p>Willingness to contribute to the wider aspects of school life including clubs and activities, Open Mornings and duties</p> <p>Desire to ensure that pupils have excellent pastoral care</p> <p>Willingness to follow all Health and Safety and Safeguarding requirements specified by the school</p>	<b>Application/Interview</b>
<b>D</b>	<p>Willingness to embrace the culture within a Catholic Co-Educational Josephite school</p> <p>Desire to further career through taking on additional responsibilities in the future</p>	<b>Interview</b>

**E = Essential**  
**D = Desirable**

# Benefits

**Pension:**

Subject to meeting the qualifying conditions all Business Staff are automatically enrolled in our work place pension scheme, currently provided by Aegon. St George's Weybridge currently doubles the employee contribution up to a maximum of 10% of your salary or trebling to 15% for long-serving employees. Teaching staff have access to the Teachers' Pension Scheme.

**Fee Remission Scheme:**

Staff are eligible for School Fee Remission in respect of their child(ren) attending either St George's College or St George's Junior School. The children of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place for your child will be made. The entitlement commences from the beginning of the first full term following commencement of employment and is not contractual. Full details of the scheme are available from the HR Department.

**Meals:**

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy.

**Life & Personal Accident Insurance:**

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to four times annual salary. In addition insurance is in place in the event of an accident leading to permanent disability or injury.

**Employee Assistance Programme:**

Benenden is a free confidential counselling and medical advice helpline available 24 hours per day, seven days a week.

**Employee Loans:**

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.

**Holiday Camps & Local Retailer Discounts:**

Discounts are available to all permanent staff on holiday camps and activities hosted at St George's Weybridge. In addition a number of local shops and retailers offer discounts to staff at St George's.

# Conditions of Employment

## **Initial Period of Employment:**

Teaching Staff: Two Terms

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

## **Notice Period:**

Eight weeks on either side during the Initial Period of Employment, thereafter:

Teaching Staff: One Term

## **Pre-Employment Vetting Checks:**

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from previous employers.

## **Safeguarding Children:**

The post-holders responsibility for promoting and safe-guarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Head and/or Designated Safeguarding Lead.

## **Dress Code:**

Staff are expected to wear smart business dress and conform to the St George's Dress Code as set out in the Staff Procedures Book. These norms are relaxed during school holiday time.

## **Additional Working:**

There is a requirement for attending at Open Days, Carol Services, Prize Giving and occasional requirement for attending at evening events as may arise from time to time.

## **Place of Work:**

The Music Teacher will be based at the Junior School with an expectation of flexibility, when required, to work at the College.

## **Data Protection and Confidentiality:**

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

## **No Smoking Policy:**

St George's College and St George's Junior School operate a no smoking policy.

# Your Application

To apply, please complete an application form, available on the school website [www.stgeorgesweybridge.com/further-information/employment-opportunities-/junior-school-teaching-staff](http://www.stgeorgesweybridge.com/further-information/employment-opportunities-/junior-school-teaching-staff) and e-mail this, with a covering letter (addressed to Mr Hudson, Headmaster) and CV if you wish to do so to [edrapper@stgeorgesweybridge.com](mailto:edrapper@stgeorgesweybridge.com)

**Closing date for applications:** Monday 24 February 2020, 9.00 am

Interview date: w/c Monday 2 March 2020

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our **Privacy Notice, Safeguarding Policies, Recruitment Policy, DBS Code of Practice and Associated Policies** which are available at:

<http://www.stgeorgesweybridge.com/further-information/employment-opportunities>

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

St George's Weybridge is an Equal Opportunities Employer and a registered Educational Charity.

We look forward to receiving your application.

