

APPLICATION PACK

SELF-EMPLOYED PERIPATETIC TEACHER OF SINGING

CLOSING DATE: 9AM ON MONDAY 2ND SEPTEMBER 2019

INTERVIEW DATE: W/C 9TH SEPTEMBER 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.

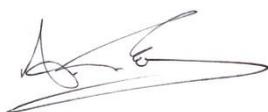
From the age of 7 to 11, the pupils in our Prep Department enjoy increased specialised teaching in a rich, warm-hearted environment where all pupils are encouraged to fulfil their potential. The school has outstanding facilities for Music, Science, ICT, Food Technology, Sport and Drama and offers an 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) 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

PERIPATETIC TEACHER OF SINGING

Reporting to: Director of Music

Main Duties and Responsibilities

- To deliver individual Singing tuition to pupils and to support and promote music within the school;
- To maintain a professional standard, adhering to statutory and school requirements for Health & Safety, Risk Assessment and Child Protection;
- To set the highest standards of teaching, which inspires pupils to learn and become involved in ensemble playing;
- Maintain an enthusiastic, inspiring and engaging rapport with the pupil, which stretches the musically able and nurtures those who just want to enjoy music;
- To establish professional working relationships with colleagues, parents and academic staff, communicating fully at all times;
- To deliver 30-minute lessons appropriate to the standard of the allocated students on a weekly basis;
- Communicate with parents in written reports and using other means, as appropriate;
- To follow ABRSM examination specifications if appropriate and prepare students fully for examinations;
- To follow school and music department policies and to communicate and liaise with the Director of Music in relation to individual needs of pupils, report writing, exam entries and availability of teaching;
- Currently one day of teaching with an opportunity to expand;
- To undertake other reasonable tasks relevant to the needs of the School as the need arises.



Note

Enquiries are welcome. For an informal discussion about the role please contact Katie Sillence, HR Officer, either by email hr@manorprep.org or by phone on 01235 858478.

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

PERIPATETIC TEACHER OF SINGING

Skills and Abilities

- Good organisational skills.
- Good rapport with young children.
- Flexible.
- Excellent written and verbal communication skills.
- Excellent all round organisational and administration skills.
- Excellent accuracy and attention to detail.
- Approachable

Qualifications and Knowledge

- Experience of working with children of primary school age would be an advantage.
- Relevant Music and/or Teaching Qualification.
- Experience of performing as a professional musician with enthusiasm for Music, coupled with the ability to be energetic and willing to motivate pupils.

Personal Attributes

- Sensitivity towards others' feelings, sense of humour, flexibility, calmness, personal warmth.
- Have a warm, friendly and welcoming approach.
- Ability to understand and demonstrate a commitment to equality and diversity.
- A professional and approachable manner.
- An appreciation of the need for discretion and confidentiality is essential.
- Confident in own decision making and working on own initiative.
- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.

Safeguarding

- 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 Policy.
- An Enhanced DBS Disclosure is required for this position.
- Has a strong appreciation of child protection issues and has the capacity of acting in accordance with the school's Safeguarding policy.



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 2nd September 2019 to:

HR Department
The Manor Preparatory School
Faringdon Road
Abingdon
OX13 6LN
Tel: 01235 858478
e-mail: 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.

Appointments

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website. All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of disqualification under the Childcare Act 2006. All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

Recruitment Process

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

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
- 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 teaching posts will normally consist of two rounds: short-listed candidates are invited to a first round. A selection of these candidates will then be asked to return for second 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.