



# Visiting Music Teacher – Piano



ST HELEN &  
ST KATHARINE

# Welcome from the Headmistress

Hello and thank you for showing an interest in working at St Helen and St Katharine. I am enormously proud of this school, and I know that this sentiment is shared by colleagues across the staff body.

The students are at the heart of this energy and positive ethos. They are wonderful to work with; enthusiastic, clever, funny, kind, silly, earnest and possessed of an unselfconscious enjoyment of learning and the pleasure of finding out more. They are excited by subjects and delight in their teachers demonstrating their ongoing love of a specialist discipline. They, and their parents, also look to us to work in support of personal development and we continue to evolve our pastoral systems to meet the challenges that the students will encounter in school, in Higher Education and in the world of work and adult life.

Our extra - and super - curricular programmes are busy and exciting. There is an expectation that students will be busy and that opportunities will be created to harness their enthusiasm. Opportunities to learn beyond the classroom are vital and staff involvement in trips and expeditions is expected.

We have a fantastic support team in all of these endeavours and all staff members are valued in whatever role they play in keeping things on track, happy and purposeful. Each staff team reflects the pride we feel collectively in our school.

We are fortunate to be over-subscribed and, therefore, selective at each student entry point, but we are not a place that likes to rest on laurels and our departments continually reflect on how they can develop things further. The staff community is very supportive.

We enjoy a very positive relationship with our parent body and don't take for granted their advocacy for St Helen's as a school of choice for a daughter. We have a broad catchment area for a day school with a transport network that spans six counties.

Our Board of Governors is very supportive and interested in the work that we do. They ask challenging questions and delight in our many successes. They have overseen a significant development of the estate and provision in recent years and want to ensure that momentum continues. To that end, we welcome ambitious and energetic applicants who share in the excitement of our mission and who want to develop their careers, working with outstanding students and colleagues.

I do hope that you will apply. St Helen's is a school which both builds on the finest elements of great girls' education and challenges itself to deliver an education that allows our students to encounter their 'now' with confidence and pleasure. It is a great place to work.



Mrs Rebecca Dougall  
Headmistress





## The School

As one of the leading independent schools in the country, St Helen and St Katharine is an exciting place to work and appointing the very best staff is integral to our success.

St Helen's School was founded in 1903 and was then joined in 1938 by St Katharine's in Wantage. The School is located on a single campus-style site of beautiful Edwardian and modern buildings set in 22 acres of grounds, on the outskirts of Abingdon, some six miles from Oxford. An extensive school bus network facilitates a large student catchment area that includes Oxfordshire, Berkshire, Buckinghamshire and Gloucestershire.

St Helen's is a school where success is celebrated but not revered. Our students achieve excellent academic results, and our goal is to ensure that every girl achieves success as she defines it, so that she can believe in herself, her talents and abilities, and so that she will feel prepared and equipped for life beyond school.

The School is a thriving community of girls and young women aged 9 to 18 years including a small Junior Department comprising one Year 5 and one Year 6 class. St Helen's offers students an outstanding academic education and a rich and varied life beyond the classroom including excellence in sport, the creative and performing arts and a superb range of extracurricular clubs and societies.

Whilst there is a strong commitment to girls' education, close links with Abingdon School add a co-educational dimension. These links include some subjects taught jointly in the Sixth Form and much collaboration in music, drama, extracurricular activities and socially at all ages.

# The staff

St Helen and St Katharine is a very special place to work.

Our students are at the heart of everything we do, we celebrate our powerful sense of community, and we take pride in our very high standards and the strength of our performance. We enjoy a working environment and a culture within the School which focuses on development, inclusion and the pleasure of working all together.

We are always looking at ways to develop our people – students and staff. We look to be progressive, imaginative and respectful; we combine the best of long tradition with a commitment to readying our people for the challenges of the 21st Century. We also firmly believe that a diverse workforce is a better workforce which will help us develop ideas, solve problems and ultimately grow St Helen and St Katharine. Our campus is beautiful and an inspiring place to work. The young people we work with are remarkable and the staff community is welcoming, committed and compassionate.

Every day is different at St Helen and St Katharine. It's fast-paced but never loses sight of the value of individualised conversations and the need for support. We take our commitment to the well-being of staff very seriously and we offer the resources and training to allow people to flourish professionally.

The contribution of every member of the staff team is valued at St Helen and St Katharine, and teaching and support staff work closely together, appreciative of the positive difference everyone can make in their varied roles.





## The role

We are seeking to appoint a self-employed visiting music teacher (VMT) to teach Piano from January 2024. Teaching is likely to be timetabled over one day per week during the school term and will involve providing individual music lessons to students. The successful applicant will be suitably qualified to teach and motivate students of all levels. This is an opportunity to be part of a busy and vibrant music department.

All staff share the responsibility for promoting and safeguarding the welfare of the students, in accordance with the School's Safeguarding policies.

### The department and facilities

The music department currently comprises two academic teachers and approximately thirty visiting music teachers, including seven heads of instrumental section. The facilities include teaching and rehearsal rooms for individual lessons and small groups, larger classrooms, a technology room offering Sibelius 8, and offices for the Director of Music, Assistant Director of Music and department Administrator. The main school hall, used for many functions, was designed for concerts and theatre productions and houses a full sized Yamaha CF3 concert grand piano, as well as an electric organ. In the Chapel there is a small 3-manual Harrison and Harrison organ. The department runs an extremely full programme of extracurricular activities, some in collaboration with the drama department or with Abingdon School.

## Main responsibilities

- Arranging and timetabling music lessons directly in consultation with their students. Such music lessons are to take place during the hours when the School is open in term-time (as specified by the School).
- Providing proper supervision of students during lessons times as appropriate whilst on the School's premises and ensuring that students comply with the School's reasonable standards of conduct and behaviour.
- Recording and maintaining in a register, details of students who attend and miss lessons, and to provide the School with a copy if necessary.
- Providing the parent with a written report on the progress of students at least once a year, in a format agreed with the parents.
- Observing such reasonable and lawful policies and procedures as shall be notified to them by the School.



# The person

## Skills/abilities

- Ability to motivate and inspire students across the age and ability range
- Ability to relate well to young people
- Ability to build students' confidence and technique in their given instrument
- Effective communication skills – oral and written
- Effective IT skills
- Excellent teaching skills

## Knowledge and experience

- Experience of teaching instrumental music lessons to secondary school age students
- Knowledge of the ABRSM and other examining boards

## Qualifications

- A relevant formal music qualification is desirable.

## Personal attributes

- Enthusiasm and passion for music and the ability to convey this to students
- A genuine interest in, and commitment to, a student's musical learning
- High levels of personal and professional integrity
- High degree of self-confidence, dynamism and personal warmth, to develop a good rapport with students, colleagues and parents
- Reliable
- A commitment to safeguarding our students in line with the School's safeguarding policies.

## Safeguarding

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

St Helen and St Katharine 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, the Disclosure and Barring Service and overseas Police checks, if applicable. Employment is subject to these checks.

# Terms

- VMTs operate as self-employed contractors via an Agreement for Services. The VMT will enter into contracts directly with parents to provide music teaching for which they are paid directly by parents.
- The School will provide the VMT with access to students and facilities at the School to enable the teacher to provide music teaching services for their own account, for which the VMT will pay a Facilities charge (from September 2023, £2.60 for each 40 minute period); full details are given in the VMT Agreement for Services.
- Teaching rates (individual music lesson fees) are agreed by the VMTs each academic year and the current recommended rate is £339 for 11 x 40-minute lessons per term from September 2023, including the Facilities charge.
- VMTs are required to provide adequate policies of insurance to cover all liabilities that may arise in providing their teaching services.
- VMT appointments are subject to a number of regulatory vetting checks including an Enhanced Disclosure and Barring Service (DBS) (with Barred List) check. In addition, the VMT is required to sign up to the DBS Update Service and renew their subscription annually.
- The VMT is required to attend periodic safeguarding and child protection training that the School provides.



# The process

These job details should be read in conjunction with our Safeguarding policies, available within the Working at St Helen's section of our website.

Please then complete an application form (available within the Working at St Helen's section of our website). The completed and signed application form, along with a brief supporting letter addressed to **Mrs Rebecca Dougall, Headmistress** should be submitted via email ([recruitment@shsk.org.uk](mailto:recruitment@shsk.org.uk)) in the first instance and then sent to:

Human Resources Department  
St Helen and St Katharine  
Faringdon Road  
Abingdon  
Oxfordshire  
OX14 1BE

Please note that any application form submitted electronically must be completed in the existing application form format, within Adobe.

The closing date for this post is **Thursday 5 October 2023 at 9.00am**.  
Interviews will take place on **Thursday 12 October 2023**.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who attend an interview.

We look forward to receiving your completed application.



[www.shsk.org.uk](http://www.shsk.org.uk)

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Independent day school for girls aged 9–18  
Faringdon Road, Abingdon, Oxfordshire OX14 1BE