

**JOB DESCRIPTION**

<b>JOB TITLE</b>	Visiting Teacher – Head of Singing (Classical)
<b>DEPARTMENT/SECTION</b>	Music
<b>REPORTS TO</b>	Director of Music

**JOB CONTEXT AND SUMMARY:**

Forest School has a strong choral tradition centred around the Chapel choirs. The SATB Senior Chapel Choir, consisting of around 40 pupils, sing regular morning Chapel services, and at other significant events throughout the year including Remembrance Sunday, Evensong services, concerts, two Christmas Carol Services, and Commemoration Day. There are also Boys and Girls upper voice Chapel Choirs with pupils ranging from Year 5 to Year 9, a Year 7 Choir, a Pop Vocals group, and a Close Harmony vocal ensemble. Pupils also form vocal groups for the annual House Music Competition. There is an annual Solo Singing Competition for which the Head of Singing sources the adjudicator. In recent years the Senior Chapel Choir have gone on tour to Poland and Italy – a tour to Latvia was planned for 2021 but had to be cancelled due to the pandemic.

The Head of Singing (Classical) is first and foremost an expert teacher of classical singing. They will teach a range of pupils both boys and girls across the age range from KS2 to KS5. The successful candidate will have a proven track record of teaching stimulating and challenging lessons that bring out the best in pupils at any stage of their musical development. This includes beginner level to the most advanced students who wish to pursue musical studies upon leaving Forest School. They will work closely with the other Visiting Teachers of Singing (Classical) and liaise with the Director of Music and Music Administrator regarding the allocation of pupils.

Currently, the Head of Singing runs the Close Harmony group. The Director of Music rehearses and conducts the Senior Chapel Choir but the Head of Singing also attends the main afternoon rehearsal on Monday 4.10pm to 5.30pm, often taking sectional rehearsals or indeed covering the whole rehearsal if needed. The Boys' and Girls' Choirs are run by classroom staff and rehearse also on Monday afternoon, but the current pattern of rehearsal also includes sessions with the Head of Singing focusing on vocal technique and sight-reading in addition to repertoire. These sessions are currently on Monday and Tuesday morning from 8am to 8.50am.

The current post holder is leaving after 17 years in post, due to changing commitments and a shift to more university level teaching.

Choral singing has been hit hard by the pandemic and there is a strong desire to reignite singing across the School. In particular, to broaden the offering and increase the number of pupils involved in choral singing whilst maintaining the high quality of the Chapel tradition. The Head of Singing will be a pivotal figure within this mission.

## TEACHER - GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at Forest School which also apply to Visiting Teachers. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

### Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes/pupils.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject.
- Mark work according to departmental and School marking policies, giving appropriate feedback, and maintaining records of pupil's progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles, particularly considering the learning needs of SEP pupils.
- Undertake report writing and the awarding of internal grades as required.

### Department

- Carry out any reasonable subject-related duties assigned to them by their Head of Department.
- Make themselves familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

### Pastoral

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their pupils.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.

### Other Professional Duties

- Support and foster the aims of the School.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Notify their Head of Department and the Deputy Warden as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Deputy Warden.

*Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.*

## TERMS OF EMPLOYMENT

**Working hours:** Mondays, 08:00 - 17:30 (Term time)

## **SPECIFIC DUTIES AND RESPONSIBILITIES – VISITING TEACHER – HEAD OF SINGING (CLASSICAL)**

### Teaching and learning:

- Teach Singing (Classical) to a variety of pupils at KS2, KS3, KS4 and KS5
- Provide timely and useful feedback to pupils and parents using the Practice Diary
- Complete a written report for every student once per year in accordance with School and Department policy
- In liaison with the Director of Music and Music Administrator, allocate pupils to the various Visiting Teachers of Singing (Classical)

### Co-curricular:

- Recruit to, rehearse with, and conduct ensembles and/or choirs as agreed with the Director of Music (currently this is direction of Close Harmony Group, coaching sessions with Boys' and Girls' Chapel Choirs, and attending and assisting with Senior Chapel Choir on Monday afternoon)
- Coordinate the annual Solo Singing Competition including sourcing of an adjudicator
- Take the lead in promoting and encouraging pupils to engage with local and national choral opportunities such as National Children's Choir, National Youth Choir, Eton Choral Courses etc.

## **SAFEGUARDING:**

The post holder will be required to:

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young person's they are responsible for or come into contact with.

## **FOREST SCHOOL'S POLICY AND PROCEDURE**

The post holder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If, over time, the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the post holder.

The post holder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.