



Abberley Hall

SCHOOL

JOB DESCRIPTION

JOB TITLE: **VISITING MUSIC TEACHER**

RESPONSIBLE TO: Director of Music

Abberley Hall is a long-established and thriving country prep school offering an outstanding, broad education to boys and girls from the age of two to thirteen. We enjoy an inspiring rural setting with extensive grounds and beautiful buildings of special historic importance. We welcome full, weekly and part-time boarders as well as day children who are able to benefit from flexible wrap-around care in the mornings and evenings. Lessons take place during the week with Saturday mornings devoted to our new Enrichment programme. Fixtures take place on Saturday afternoons.

Ultimately, we provide each and every child with the best possible start in life. Abberley pupils enjoy a magical childhood and grow towards becoming likeable, confident and rounded individuals with a zest for life.

We believe that childhood is precious and that children shouldn't grow up too soon. We are a community with kindness at the heart of all that we do. Excellent pastoral care is the foundation upon which everything else is built and the safety, wellbeing and happiness of our pupils is our top priority.

We have an outstanding reputation for academic excellence and an enviable record of children gaining scholarships to a wide range of senior schools as well as a 100% success rate at Common Entrance in recent years. We cater for all abilities and learning styles and our bespoke approach to the education of each child enables us to stretch the most able whilst providing additional support to those who need it. We have small classes, excellent teachers and provide a broad and stimulating curriculum. We believe that success in the classroom isn't just about preparing children for exams but that we must also enable them to develop creativity, independence, leadership and the ability to collaborate so that they are equipped to live happy and successful lives.

Our school community is a vibrant one and staff are committed and enthusiastic. All applicants are encouraged to view our website www.abberleyhall.co.uk

PURPOSE OF THE POST:

This post will provide dedicated Piano teaching to our pupils as well as organ accompanying at our Saturday chapel services and accompanying for school concerts and exams. The Teacher will analyse the needs and expectations of each child as they enter the

Abberley Hall School, Worcester WR6 6DD

Preparatory School T. 01299 896275 | Pre-Prep & Early Years T. 01299 896101

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school and tailors their timetable accordingly. This approach enables the individual children to gain the most out of their time at Abberley Hall and achieve their potential both academically and socially.

KEY DUTIES:

Our timetable allows for more teaching time than most schools. Specific duties include:

- Planning and preparing weekly lessons which take place in a specified room in the Music Department. Piano lessons are 30 minutes in length and take place on the hour and half hour each week;
- Teaching, according to the individual pupil's educational needs, including the setting and marking of work where necessary;
- Assessing, recording and reporting on the development, progress and attainment of pupils;
- Communicating and consulting through the Director of Music with parents of pupils at parents' meetings;
- Teaching individual and/or group lessons, usually incorporating elements of general musicianship, such as ear training and theory, as well as technique and interpretation;
- Arranging lesson schedules and entering students for examinations in consultation with the Director of Music;
- Developing knowledge of materials and repertoire for pupils at different stages of their musical development;
- Arranging performance opportunities for your pupils, such as concerts;
- Preparing pupils for performances, examinations, auditions and festivals;
- Working with groups of musicians such as choirs and ensembles;
- Accompanying hymns at our Saturday chapel services on the organ in our chapel and accompanying choir pieces on the piano
- Accompanying for school exams and concerts
- Having particular regard to the school's Safeguarding Policy to ensure that all pupils are protected from harm;
- Attend Safeguarding and Child protection training as appropriate for the role, and any other training as required from time to time;
- Promoting the general progress and well-being of individual pupils, providing guidance and advice in line with the school's published policies and procedures;
- Maintaining good discipline and manners in the classroom, around school and beyond when engaged in school activities.

SAFEGUARDING RESPONSIBILITIES:

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Be familiar with Abberley Hall's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children;
- Reporting any safeguarding concerns, including low level concerns, to the Designated Safeguarding Lead or their Deputy in a timely manner.



This post involves moderate contact with children and the post holder will be responsible for children. The post holder will be considered to be in regulated activity.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION:

Qualifications & Experience

- An approved music qualification is essential;
- A degree, PGCE and / or CME qualification is preferred;
- Relevant work experience gained as a private tutor would be an advantage.

Skills

- Excellent keyboard and organ skills;
- A confident teacher with musical and teaching ability;
- High standards of professionalism and professional ethics;
- Patience, perseverance and excellent communication skills - much of your time is spent with a range of pupils at different musical levels;
- Understanding school timetables and everything associated with the school day;
- Be highly organised and able to liaise with other staff in relation to timetable, activities, exeat etc;
- Be sensitive to other cultures and sensitive to pastoral needs and be able to help with pastoral care;
- Excellent self-management and organisational skills;
- Resourceful and the ability to make things happen;
- Willing to try new directions and be flexible;
- Readiness to do the routine jobs as well as the exciting ones.

HOURS AND BENEFITS:

Pupil numbers will fluctuate from term to term depending on demand but VMTs will be informed of numbers at the end of the previous term with the exception of the Autumn Term when final numbers are clarified during Week one.

Benefits include:

- Free on-site parking;
- Membership of APTIS (Aviva Pension Trust for Independent Schools) with tiered contributions;
- Cycle to Work Scheme;
- A beautiful campus with buildings of special historical interest set in the rolling hills of Worcestershire;
- A strong, supportive staff community.



GENERAL REQUIREMENTS:

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You must co-operate with the School to enable it to comply with its legal duties for Health and Safety.

Abberley Hall is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with School and local Safeguarding Board stipulations.

APPLICATIONS:

Details of working at Abberley Hall and our Application form can be found on our website: <https://www.abberleyhall.co.uk/current-vacancies>. Completed application forms should be sent to the Headmaster c/o Human Resources, Malvern College, Malvern, Worcestershire WR143DF or via email to human.resources@abberleyhall.co.uk to arrive no later than **noon on Wednesday 15 December 2021**. Abberley Hall reserves the right to close this vacancy sooner.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Abberley Hall School exists to provide a quality all round education for pupils aged 2 ½ - 13 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

November 2021

