



Central Foundation Girls' School

2019 Triple SSAT Award Winners

Instrumental Tutor Pack



Educating Tomorrow's Women

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Welcome

Dear Candidate

Thank you for applying to Central Foundation Girls' School (CFGS).

It is an exciting time to join CFGS's Music Team. The department is expanding and will soon be refurbished to have five practice rooms, an ensemble room, two music classrooms and a recording studio. The department is staffed by the Head of Music, two music teachers and a team of committed peripatetic instrumental teachers. Music is a popular subject at CFGS and we currently have over 100 students participating in instrumental lessons each week and number of instrumental and vocal ensembles. In the academic year 2018-19, instrumental tuition has been offered on violin, clarinet, saxophone, flute, keyboard/piano, guitar, bass guitar, drum kit, voice and steel pans.

CFGS recognises the importance of providing students with a wide-range of opportunities outside the classroom. Music is a subject well-supported by the school's Senior Leadership Team and we are delighted to receive generous funding from the Trustees of the school. We are currently able to offer all instrumental lessons free of charge to our students. Every student has the opportunity to apply for instrumental lessons and is encouraged to participate in a range of musical opportunities run by the department, including the school show, music assemblies and the summer music festival.

Our music curriculum aims to provide the skills, knowledge and understanding that will inspire and enthuse students as we believe that lives are enriched through the study of the arts subjects. Students study a wide range of genres through their curriculum music lessons which are taught to all students Year 7 and 8 students, taught as an option in Year 9 and then taught as a GCSE subject in Years 10 and 11. Our GCSE uptake is increasing year-on-year.

We fully recognise the potential that music has to grow at CFGS, and wish to appoint a team of passionate and committed instrumental teachers, directly employed by the school, who will develop students' love of the subject and general musicianship as well as their instrumental skills. As a department, our aim is to create an atmosphere where students feel welcome to join in and, whilst we aim for the highest possible standards of performance, we also aim to foster enjoyment and to embed a strong culture of music across the school.

We recognise the importance of music to individual students as well as to the school as a whole, and wish to appoint enthusiastic tutors who can support us to build on our current music offer.

Please read through the recruitment pack and see how we can support you and your career. We look forward to welcoming you to Central Foundation Girls' School. In the meantime, please do contact us if you would like to visit or have a tour of the school.

Yours sincerely

Esther Holland

Headteacher

The School

Central Foundation is one of the highest performing secondary schools in the UK. We are the proud recipients of three awards in recognition of our GCSE results (SSAT Awards, 2019). Based in Bow, East London we serve a mixed community of 1,500 students which also includes our sixth form.

Vision and Values

At Central Foundation our curriculum is synonymous with our vision and values, these recognise every student as a unique individual who has an entitlement to access a full curriculum offer that:

- Transform lives through our high expectations for all
- Challenge and support each other to excel through our passion for learning
- Value all members of our community and celebrate success
- Empower ourselves to be positive, creative, innovative and inspirational community

School Curriculum

Our curriculum is designed to inspire and challenge, giving all students time to develop and embed the depth and breadth of knowledge required for them to achieve exceptional personal and academic outcomes, including meeting the requirements of the National Curriculum. It also supports and enables all our students to make informed choices about pathways to the future.

Our offer is underpinned by a variety of learning experiences and wider opportunities that help our students develop our 'Central Essential' qualities and our core learner skills. These are delivered through taught subjects but also through the extensive range of extra curricula opportunities and activities that give our students access to learning experiences outside the classroom, within the local community and with the world of business and industries.



Pastoral Care

At CFGS we have created a nurturing community that challenges students to excel in every aspect of their lives within a supportive and extremely safe environment. Each year group has a Head of Year and every tutor group is supported by two tutors. Our code of conduct provides clear guidelines in terms of work, behaviour, attitude, uniform, attendance and punctuality. Students are encouraged to participate in decision making through our school council, learning ambassadors and other student leadership initiatives.

Behaviour and Conduct

All CFGS students display exemplary behaviour which shows respect for their learning and the learning of others. They are ambassadors for CFGS and expected to be polite, courteous and to behave in such a way that is a credit to the school. Our Student Code of Conduct is underpinned by the 'Central Essentials' and students are encouraged to cultivate these qualities:



AMBITIOUS

INDEPENDENT

RESILIENT

RESPECTFUL

ENQUIRING



Job Description

Overall Purpose:

The Instrumental Tutor will teach a timetable of individual and small-group instrumental lessons, promoting the highest standards of performance whilst also fostering a love of music and helping to embed a strong culture of the subject across the school. They will be a proactive member of the Music Department, contributing to building the quality of music provision by supporting key events throughout the year, as well as leading ensemble rehearsals and preparing pupils for performances and examinations, as required.

Required to teach: a combination of small-group (usually KS3), individual (usually KS4) and ensemble lessons for students. The timetable and the exact requirements of the role will be finalised when student numbers are confirmed.

Reports to: Head of Faculty, and/or designated Line Manager.

Works closely with: Head of Faculty, Artist in Residence, Music Teachers and within a team of Instrumental Tutors.

Salary: paid on a scale range of £24.40 - £30.40 per hour, agreed on appointment.

Hours: to work the agreed hours for 30 weeks per year, based on ten weeks per term, as well as a compulsory annual two hour training session. The Instrumental Tutor will work on a day to be agreed upon appointment, during term time only. There will be occasional requirement for flexibility with start and finishing times to meet the needs of the department, or to support school events throughout the year. Any changes or additional hours of teaching will be agreed in advance with your Line Manager

Standard instrument lessons last 25 minutes each. For each 50 minutes taught, an additional 10 minutes is to be used by the tutor for planning, preparation, assessment and for professional development. This time is to be utilised on the school-site.

Learning and Teaching

- To motivate and progress students' learning by using clearly structured, interesting learning activities that support students and facilitates high standards of performance and wider musical knowledge

- To prepare high-quality lessons and ensemble rehearsals that are inspiring, challenging and structured to build on each student's prior knowledge
- To ensure that lessons are differentiated appropriately for the age and ability range of students, enabling them to achieve their full potential
- To demonstrate and model high levels of performance on a range of suitable instruments.
- To use ICT and technology to enthuse, engage and enrich learning
- To have high expectations of students and to select and prepare a range of resources and materials, including repertoire drawn from a range of genres, that engages students and enables them to make excellent progress
- To promote and foster a culture of excellence, commitment and aspiration in the Music Department, providing students with practice strategies that encourage students to make music independently and that develop their wider musicianship skills
- To actively contribute to the wider musical life of the school, preparing students for public performances and encouraging students to participate in ensembles, concerts and other performances as required
- To manage and lead an ensemble, as required.
- To prepare KS4 students for GCSE solo and ensemble performances
- To prepare students for Graded Examinations and be responsible for liaising with the Head of Faculty regarding entries, as appropriate.

Reporting Progress

- To maintain accurate registers of attendance, punctuality, progress and effort, in line with department requirements
- To monitor and assess student progress, using the Music Booklet to set students clear, personalised targets each lesson so that they are aware of their practice requirements
- To produce an annual report for each student, in line with department requirements
- To follow up on any cases of poor punctuality, attendance or progress in a timely manner, and to inform the Head of Faculty of any concerns so that appropriate action can be agreed and taken.

Communication

- To work collaboratively with members of the Music Department Team to plan instrumental lessons and ensemble rehearsals that complement and enhance the core curriculum offer
- To ensure effective communication and consultation, with the parents/carers of students, as appropriate
- To check the school email account regularly, at least daily when at CFGS, and respond in a timely manner to any communication
- To ensure that the instruments required are in a good working order, carrying out basic repairs, and to inform the Head of Faculty if specialist repairs are required
- To liaise with the Head of Faculty with requests for equipment or resources
- To liaise with the Head of Faculty to report any concerns regarding the maintenance of facilities.

Pastoral

- To foster and maintain constructive and supportive relationships with students, using CFGS and department reward systems to ensure that excellent behaviour and effort is both recognised and rewarded
- To use effective behaviour management strategies, in line with the school's Behaviour for Learning policy and procedures, to create a purposeful learning environment and to reinforce CFGS' high expectations of students
- To follow up on any instances of poor behaviour, including reporting concerns to the Head of Faculty or appropriate member of staff
- To safeguard the welfare of students and to adhere to and ensure compliance with the school's Child Protection Policy, reporting any concerns to the Designated Safeguarding Lead, as appropriate
- To understand and comply with relevant policies and procedures, including those relating to Health and Safety, Medical Needs, SEND and Data Protection.

Administration

- To prepare all repertoire and resources outside lesson time, including copying of any materials
- To be aware of term dates and key events in the school calendar, as detailed on the school calendar and school website
- To submit the dates that you are available to work at least three weeks in advance of the start of each term, a term at a time. If a conflict arises and an absence is unavoidable then contact the Line Manager in advance to negotiate an alternative week
- To submit completed Time sheets to the Line Manager/Budget Holder on a monthly basis.
- Report any absence to the Cover Office before 7:15am on each day of absence, clearly stating your name, department and reason for absence. Staff must also inform their Line Manager.

Professional Conduct

- To set up any instruments or equipment needed in advance so that all lessons begin punctually and efficiently
- To have a professional demeanour at all times: adhering to the Employee Code of Conduct, including requirements around the use of mobile phones and professional dress
- To participate in the school's Appraisal process, and seek opportunities to progress professional development through the programme of training, observation, learning walks and discussion
- To keep up to date with national developments regarding the music curriculum and pedagogy to ensure the development of the subject is in line with national developments.



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSE passes, including English • Music to A-Level or equivalent 	<ul style="list-style-type: none"> • Music degree from a University or performance diploma from a Music Conservatoire
Experience	<ul style="list-style-type: none"> • Experience in working with young people in either paid or voluntary work • Experience of working as part of a team • Experience of teaching either individual lessons, small-group or whole-class • Experience of leading an ensemble 	<ul style="list-style-type: none"> • Experience of teaching different genres of music and a wide ability range • Experience of successfully preparing students for GCSE Performance Exams • Experience of successfully preparing students for Examinations arranged by Associated Board, London College of Music or Trinity Guildhall
Knowledge / Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills and ability to work as a member of a team • Ability to command respect of pupils • Good organisational skills • Good communication skills • Ability to teach at least one instrument to a minimum of a Grade 6 standard • Basic Piano skills • Ability to read and use standard notation • Practical knowledge of different musical genres 	<ul style="list-style-type: none"> • Ability to teach multiple instruments to a minimum of a Grade 8 standard • Ability to confidently accompany students on piano • Fluent sight-reader • Knowledge of GCSE Music performance criteria • Knowledge of Graded Exam Specifications for relevant instruments
Personal Qualities	<ul style="list-style-type: none"> • Commitment to the ethos and aims of the school • Ability to interest, inspire and motivate students to learn, using various teaching methods to engage and motivate students. • A desire to make a difference in young people's lives and high expectations for student attainment, personal development and conduct • Resilience and a sense of humour • An excellent attendance and punctuality record • The ability to anticipate and solve problems • High degrees of self-confidence, personal energy and dynamism • Ability to communicate concisely and , both orally and in writing, to staff, students and parent/carers. 	

Music at CFGS



Why Join CFGS?

“Pupils mix well together in this warm and harmonious community. They are thoughtful, articulate and show high levels of maturity. Pupils are exceptionally proud of their school, wear the uniform with pride and talk with excitement of their achievements.”



Continuing Professional Development

Staff at CFGS are offered a range of professional learning opportunities to support and develop their practice. Staff can apply to attend internal and external Inset courses and nationally programmes and qualifications. A range of professional development texts can be found in the CPD section of the library. Staff are free to borrow these resources whenever helpful.

Other benefits include:

- Outstanding facilities and a great environment
- Tower Hamlets Cycle to Work Scheme
- Free use of the school gym
- Purchase personal tech via the TechScheme
- Secret Acts of Kindness
- Boxfit Classes
- Yoga

- ⇒ **Top 20% best performing school in the country for GCSE results**
- ⇒ **Top 10% secondary school in the country for progress**
- ⇒ **Top 10% Sixth Form nationally**
- ⇒ **100% pass rate at Sixth Form**

Application Process

To be considered for this exciting opportunity, please download and complete the Support Staff Application Form found on the CFGS website and attach a Supporting Statement (of no more than a page and half in A4 and size font 12) addressing the Person Specification. The completed Application Form and the Supporting Statement should be sent to Ms. Atour, Human Resources Manager, at:

natour@central.towerhamlets.sch.uk

Closing date: 9.00am on Tuesday 17th September

For any queries or to request a tour of the school, please telephone 020 89811131 or contact natour@central.towerhamlets.sch.uk

Interested applicants are encouraged to submit applications early - the interview process may be staged and some interviews held in advance of the closing date. As part of the interview process all candidates will be required to teach a lesson. Details will be provided prior to interview.

We look forward to receiving your application.

Central Foundation Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service Check.





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