



Application Pack

PART TIME TEACHER OF LATIN
(and Greek) from September 2018

Westminster Abbey Choir School

February 2018



Contents

- [Background](#)
- [Job description and person specification](#)
- [Terms and Conditions of Post](#)
- [Equality statement](#)
- [How to apply](#)

BACKGROUND

Westminster Abbey Choir School is a remarkable school. It exists to educate and care for the 30 boy choristers of Westminster Abbey. Unique amongst choir schools, Westminster Abbey Choir School admits only singing boys, all of whom are boarders. It is thus a small, tightly-knit community, with a strong sense of shared purpose both among pupils and between pupils and teachers. The school has a warm, cooperative atmosphere in which flexibility and teamwork are keys to the smooth running of the boys' busy schedule.

Pupils are selected by audition and academic test at the age of 7 to start at the school in Year 4. At age 13 they normally move on to one of a wide range of leading independent schools, to which the great majority win music scholarships.

Although it provides one of the premier musical trainings available to boys, Westminster Abbey Choir School also maintains a full academic curriculum leading to the Common Entrance Examination at 13+, and in some cases to academic scholarships to senior schools. High standards are expected of both pupils and teachers. This inevitably makes for a busy weekly schedule in which academic and musical commitments have to be balanced.

However, the school is generously staffed with seven full time and four part time academic staff and this allows the full range of subject specialist teaching. Classes are very small - between five and eight - which not only ensures a great deal of individual attention but also encourages a lively and imaginative teaching approach.

In a school of this size, staff get to know each boy very well indeed. Central to the school's ethos is an informal, supportive atmosphere in which all of its members – pupils and staff – treat one another with consideration and respect. This culture is common to the whole community of Westminster Abbey.

The intimate relationship with Westminster Abbey brings a special dimension to the boys' experience. They sing in the Abbey almost every day of the week and develop a special affinity and love for this church, which is both an ancient place of Christian worship and a high-profile national symbol. They are regularly called upon to sing at special occasions of national or international significance. They also give public concerts both here and abroad, and make recordings.

Teaching at Westminster Abbey Choir School is richly rewarding, but it is no easy option and a great deal is demanded of the staff. Curriculum time is necessarily restricted on account of the boys' choral commitments, and staff need to be very well organised in order to make best possible use of the time available. Flexibility is essential, since it is not uncommon for the timetable to be adapted day-to-day to accommodate special musical events or rehearsals. Choristers tend to be sparky individuals who benefit from demanding, yet sympathetic academic teaching. All staff need to be committed to the ethos of a choir school and it is important that they appreciate the very considerable demands made upon the choristers in their charge.

SUMMARY JOB DESCRIPTION:

PART TIME TEACHER OF LATIN (and Greek)

The role is likely to be in the region of 0.3 of full time and will involve approximately 4.5 hours teaching Latin to pupils in Years 6-8 and (probably) one hour Ancient Greek to pupils in Year 8. Ideally the teaching would be spread across two or more days and it is possible that a timetable could be written to accommodate other commitments elsewhere.

(Please see also the more detailed Job Description below)

Job Description

JOB TITLE: Part time Teacher of Latin (and Greek)

ACCOUNTABLE TO: The Headmaster

SUMMARY: Westminster Abbey Choir school exists to educate and care for the 30 boy choristers of Westminster Abbey. All staff have an important pastoral and educational responsibility to ensure high academic standards in happy secure children who often have remarkable talents.

MAIN DUTIES AND RESPONSIBILITIES:

Teaching and learning

- Planning and preparing lessons in accordance with school policy
- Teaching such students and groups/sets as are agreed
- Setting and marking work as required
- Promoting the progress and academic development of pupils, differentiating for ability where appropriate
- Assessing and recording pupil progress
- Producing subject reports
- Preparing students for examinations to senior schools according to the specifications
- Promoting the subjects taught generally within the school.

Other responsibilities

- Maintaining good order and discipline amongst pupils, safeguarding their health and safety and actively implementing the school's policies on rewards and sanctions
- Supporting pupils as appropriate at major school events and in other activities, e.g. plays, concerts, matches etc
- Attending formal parents' meetings and communicating with parents at other times as necessary
- Attending occasional staff meetings and briefings
- Upholding the Abbey's code of conduct

Professional development

- Participating in the school's appraisal process for staff
- Attending appropriate INSET
- Attending statutory safeguarding training and first aid training courses

General

- carrying out any other duties as required

Person Specification

This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.

Essential skills, aptitudes, knowledge & experience

The successful candidate will:

- have good academic qualifications at degree level or above and be able to demonstrate excellent subject knowledge
- be an outstanding classroom teacher, able to stimulate and bring out the best in children of different abilities
- demonstrate positive and effective relationships with pupils, colleagues, parents and carers;
- have highly effective communication skills;
- be organised, energetic and self-directed;
- have a flexible approach;
- be sensitive to the particular opportunities and challenges of teaching in a very small choir school and be able to fit comfortably into a small, collaborative team of staff, leading by example
- have a good working knowledge of safeguarding and a strong commitment to the welfare and development of pupils
- be able to support the Christian ethos of the school;
- have experience of teaching Latin preferably at KS2 and KS3

Desirable skills, aptitudes, knowledge & experience

It would be desirable for the successful candidate to:

- have experience of teaching Greek to KS3
- have Qualified Teacher Status or be prepared to seek it
- have experience of teaching in an independent preparatory school
- have experience of preparing pupils for Common Entrance and Independent Schools Scholarship examinations
- have experience of working in a boarding school

The school is committed to safeguarding and protecting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Details of the safeguarding policy can be found on the website: <http://www.westminster-abbey.org/choir-school>

TERMS & CONDITIONS OF THE POST

Salary

Starting salary is in accordance with the Westminster Abbey Choir School Scale. The scale takes into account the requirements of working in central London and the extra “non academic” duties undertaken as a member of the Choir School staff. New members of staff enter the scale at the point appropriate to their teaching qualifications and experience.

Pension

The school participates in the Teachers’ Pension Scheme provided by the Department for Education. Staff who are not eligible to join this scheme may join the Group Personal Pension plan.

Appointment, Induction and Probation

Shortlisted candidates will be required to provide proof of their identity and right to work in the UK when attending for interview.

All appointments are subject to a satisfactory medical examination by the Westminster Abbey doctor, to be undertaken at the school’s expense, and those appointed will be required to provide documentary evidence of all qualifications claimed.

All appointments will be subject to satisfactory Enhanced Disclosure from the DBS and two references satisfactory to the Choir School. Applicants should note that the School’s policy is always to contact referees for verification of references, and in addition, follows best practice to ascertain the reasons for the termination of any previous employment in all cases where a candidate has worked with children.

All new teachers will have the benefit of guidance by an experienced mentor whose role will be to help them through the first months of their employment. The school believes in, supports and resources an extensive system of professional development and training.

Equality Statement and How to Apply

EQUALITY STATEMENT

Westminster Abbey aims at all times to recruit the person who is most suited to the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

The Abbey and the Choir School will ensure that their shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please return the Equal Opportunities Monitoring form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

Application Materials

Your application should include:

1. The completed application form;
2. A letter explaining your particular interest in this post.

As well as your previous work experience, tell us about other relevant experience and your leisure and other interests. Clear information on how you meet the overall requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

*Please note that unless we hear to the contrary we may contact referees **prior** to shortlisting and we will certainly seek to contact referees prior to interview.*

Please send the application to:

Mrs Evelyn Neophytou
Headmaster's PA
Westminster Abbey Choir School
Dean's Yard
Westminster
London
SW1P 3NY
email: Evelyn.Neophytou@westminster-abbey.org

Fax: 020 7222 1548

The closing date for applications is noon on: Wednesday 28th February

The Recruitment Process

Interviews are likely to be held in the week beginning 5th March

If you would like to learn more about the post before applying then you are very welcome to contact the Headmaster, Jonathan Milton, on 020 7654 4918 or <mailto:jonathan.milton@westminster-abbey.org>.

Please also note that the School website contains short web clips which informally give an insight into life at the Choir School: <http://www.westminster-abbey.org/choir-school>

The School Safeguarding Policy can also be found on the Abbey website: http://www.westminster-abbey.org/data/assets/pdf_file/0003/113619/wacs-safeguarding.pdf