

WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack



Self-Employed Dance Teacher

Employment Status	Self-Employed • Permanent
Employment Location	Framlingham College Prep School
Closing Date for Applications	Midday Friday 13th December 2024
Interviews Week Commencing	Applications are reviewed upon receipt, you are therefore advised to apply at your earliest convenience

IMPORTANT INFORMATION

Framlingham College 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 and the Disclosure and Barring Service.

framlinghamcollege.co.uk/employment

Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Head

Dear Applicant,

Thank you for your interest in the position of Self-Employed Dance Teacher at Framlingham College.

We are Framlingham College Prep School, a co-educational day and boarding school (2 – 13) found in the most outstanding rural location in Suffolk. Lots of schools say such a thing, but it would be a challenge to find a more picturesque rural setting for children to grow up in. We are set on a historic estate in the countryside a few miles away from Framingham College Senior School, so we look and feel like a stand-alone independent prep school, but we are a through school to Framlingham College Senior School.

We offer a seamless transition up – and our own innovative curriculum – or we can prepare the pupils for some of the most notable senior schools in the country. We are known as a school which adapts and responds to the individual child. We accept them for who they are, find out what makes them tick and encourage them to try new things, be ambitious, and find their passions.

The education on offer here is outstanding and requires energy and optimism from our staff. It is a friendly and stimulating environment to work in within a really supportive community.

We are seeking to appoint an enthusiastic, engaging and dynamic teacher of dance to join us at our Prep School in Brandeston on self-employed basis.

This is an exciting opportunity for an experienced dance specialist to join our dedicated team where every child is encouraged to achieve his or her full potential in a dynamic and creative environment.

The successful candidate will be required to undergo appropriate checks in line with current Safer Recruitment regulations and enter into a Self-Employed Agreement with the school.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made. We welcome all applicants especially from independent thinkers, creative minds and inspirational people and very much look forward to receiving your application.

Simon Roche
HEAD OF THE PREP SCHOOL, FRAMLINGHAM COLLEGE

How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted in addition to the application form in order to supply additional background information.

Applications are reviewed upon receipt, you are therefore advised to apply at your earliest convenience

Please send your cover letter and completed application form to: The HR Department, **Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY. You can also email your application to: hr@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Discounts with many local businesses within Framlingham;

Job Information

Reports To

Deputy Head of the Prep School

Employment Basis

Self-Employed

Job Location

Framlingham College Prep School (FCPS)

Job Description

JOB PURPOSE

To deliver a range of Dance activities and lessons to pupils across the College and have responsibility for the vision and growth of a rigorous and stimulating Dance programme at the College.

KEY RESPONSIBILITIES

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham College Senior School as well as Prep as necessary.

- Teach a ballet syllabus to groups of pupils during weekly ballet lessons.
- Offer a range of activities and lessons that encompass different dance styles.
- To teach appropriately for the age and ability of the pupils.
- To monitor and assess pupils' progress.
- To have high expectations of pupils and forge successful relationships focused on inspiring and encouragement.
- Maintain regular contact and communicate effectively with parents, the Deputy Head and relevant staff regarding activity times.
- Report pupil progress to parents throughout the year.
- Enter pupils for Dance exams and performances as appropriate.
- Assist the school to produce Dance showcase evenings ahead of exams.
- Invoice parents directly for lessons/activities.
- It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead (DSL) or deputies.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

Dance instruction qualifications relevant to the post.	E
A degree in Performance or Drama, or equivalent.	D

PROFESSIONAL EXPERIENCE

Previous experience of teaching Ballet.	E
Previous experience teaching other forms of dance.	E
Understanding of the exam boards, syllabuses and entrance procedures.	E
Industry experience	D

PROFESSIONAL COMPETENCIES AND SKILLS

The ability to use ICT, including using the School's internet to provide information to parents of the timetable.	E
Enjoy working with children, to be able to form and maintain appropriate relationships and personal boundaries with children.	E
Must be able to work as part of the school's team.	E
Must make learning enjoyable, have high expectations and instill high standards of behaviour.	E
Must be extremely professional, diligent, punctual and thorough.	E

PERSONAL ATTRIBUTES

An excellent communicator - with children and adults alike.	E
Highly enthusiastic and engaging.	E
You should be kind and approachable with a good sense of humour.	E
Ability to foster an atmosphere of mutual respect when dealing with students, staff and parents.	E

Person Specification

E = Essential • D = Desirable

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SAFEGUARDING CHILDREN

Awareness of safeguarding issues	E
Knowledge of safeguarding children legislation and good practice	E

VALUES

Passion and belief in the transformational benefits of the College's aims and vision	E
A clear commitment to delivering best practice in safeguarding	E
Values and promotes diversity and inclusion	E

Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.

