

HIGHGATE

JOB DESCRIPTION – VMT (SINGING)

Job Title:	Visiting Music Teacher – Singing – (Junior and Senior Schools)
Remuneration:	£34.05 per hour for individual tuition
Holiday:	You will accrue holiday entitlement in accordance with your statutory entitlement for each day/hour worked which is payable at your standard hourly rate
Reporting to:	Director of Music
Location:	Highgate, London
Type of position:	Casual, part time, term time only. Fixed term contract (no guaranteed hours)

BACKGROUND

Highgate School was established in 1565 by a Royal Charter of Her Majesty Queen Elizabeth the First. Sir Roger Cholmeley, our Founder, was granted Letters Patent to found 'a grammar School...for good education and instruction'. Today Highgate is a flourishing coeducational independent School which includes the Senior School for pupils aged 11-18; the Junior School for pupils aged 7-11 and the Pre-Preparatory School for pupils aged 3-7. There are currently in the region of 1,850 pupils at Highgate and the School employs approximately 550 full-time or part-time teaching and support staff.

The School is situated in one of the most attractive and sought after areas of North London, only a short journey from Central London and adjacent to Hampstead Heath. The hilltop site in Highgate Village is the historic site of the Senior School. A few hundred yards along Hampstead Lane in Bishopswood Road lie the Junior and Pre-Preparatory Schools and the extensive playing fields, adjacent to the open spaces of Kenwood and Hampstead Heath. The Northern Line underground station is a short walk away and it is four miles to Central London.

Working at Highgate offers the opportunity to be part of a vibrant and welcoming community, committed to academic excellence and the highest standards of pastoral care for its pupils. The Governors consider the development of excellence in the education offered to the pupils to be the underlying purpose of activities undertaken by all staff.

Highgate is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Music at Highgate

Highgate has a long and distinguished musical tradition: former pupils include John Rutter CBE, Sir John Tavener, Howard Shelley OBE, Jan Latham-Koenig and Daniel Hope. The Senior School Music Department has its base in Dyne House at the heart of the School.

The Music Department has three offices/teaching rooms for the full-time staff, twelve teaching/practice rooms, five classrooms (including an IT music suite and a keyboard room), and a recital/rehearsal room, as well as a 300-seater auditorium refitted with the latest technology in acoustic design.

Individual music lessons are given in all the usual instruments and singing. Over 55% of the School's pupils have music lessons, either inside or outside the School and approximately 45% have lessons in school. About 560 lessons are given per week. A number of pupils attend the junior departments of London music colleges and participate in the New London Children's Choir, and National Youth Orchestra of Great Britain.

THE ROLE

Highgate seeks to appoint an experienced singing teacher to teach individual singing lessons across the Junior and Senior Schools from January 2020. The role requires the singing teacher to provide pupils with a rounded musical education and the successful applicant will be an experienced and talented teacher, who is able to inspire young singers.

A strong pedagogical background, with an interest in musical theatre as well as classical music, will be an advantage.

MAIN RESPONSIBILITIES

- To teach 35-minute or 50-minute music lessons to pupils as requested by the Director of Music
- To set an example of high standards to pupils by demonstrating the taught instrument in lessons
- To provide a considered programme of study tailored to each individual pupil that allows for continuity from lesson to lesson
- To provide 30 music lessons to each pupil each academic year
- To ensure that each pupil is aware of his or her practice requirements for the next lesson and is following those requirements
- To prepare pupils to perform in concerts and in other public events
- To prepare pupils for public exams as appropriate
- To write reports to parents or carers twice a year on each pupil's progress
- To attend Parents' Evening once a year
- To attend professional development training and the Visiting Music Teacher's forum once a year

PERSON SPECIFICATION

	ESSENTIAL CRITERIA
Qualifications and Professional Bodies	<ul style="list-style-type: none"> • Must possess a qualification in his or her instrument to at least degree level or hold a BA or equivalent in music
Skills and Experience	<ul style="list-style-type: none"> • Experience in teaching individual lessons and general musicianship. • The ability and desire to encourage basic musical skills and the enjoyment of singing. • The ability to teach initial musical development, working imaginatively with pulse, rhythm and pitch to lay the musical foundations for tuition in singing in subsequent years. • The ability to teach singing up to Grade 8 • Proficiency at the piano, and the ability to accompany pupils in lessons • An interest in musical theatre as well as other genres of music an advantage • An understanding of the place of music in a school such as Highgate and support it in his/her teaching
Personal Attributes	<ul style="list-style-type: none"> • Setting the highest professional standards of dress, punctuality and politeness and be prepared to demand the same of his/her pupils • Must have an ability to relate well to both pupils and other teaching and administrative members of the Music Department and the School and communicate effectively with parents as necessary • Have an exemplary attendance record in his or her present and previous employment.

CHILD PROTECTION

All members of staff must comply with the Highgate's Safeguarding & Welfare Policy which is posted on the staff intranet. 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 and welfare of our pupils, these concerns must be reported immediately in accordance with the policy. A copy of this policy will accompany all offers of employment.

TERMS & CONDITIONS

Remuneration

£34.05 per hour for individual tuition.

Holiday entitlement

You will accrue holiday entitlement in accordance with your statutory entitlement for each day/hour worked which is payable at your standard hourly rate.

Hours of Work

The role is offered on a casual fixed term basis. There is no obligation for the Employer to offer hours or for the Employee to accept the hours offered. Normal working hours are variable (between Monday and Friday, 8.45-4.00pm). There is no guarantee that a full day of lessons can be given to any teacher in an academic year.

Probationary Period

This appointment will be subject to the completion of a probationary period of one academic year to the satisfaction of the Governors.

Lunch Period

The Visiting Music Teacher may take unpaid periods of break-time as agreed with the Director of Music. A complimentary lunch is available in the Dining Hall.

Pension

Staff will be automatically enrolled into the Teachers' Pension Scheme from their start date. The Scheme currently has a benefit of 1/60 of final salary for each year of membership and the staff contribution rate currently starts from 6.4%.

Leisure Facilities

Staff have free access to the Highgate's sport facilities including a swimming pool and a fitness suite.

Confidentiality

The need for absolute confidentiality and discretion, both within Highgate and the wider community, must be understood.

Dress Code

Teachers and support staff are expected to set an example to pupils and should dress appropriately at all times.

Smoking

Smoking, including vaping, is not allowed on or immediately outside any school premises (the footprint of the buildings and the grounds) or in areas where smoking might be seen by parents or pupils during working hours.

Health and Safety

Highgate takes its obligations under the Health & Safety at Work Act seriously and the postholder will be required to comply with all aspects of Highgate's Health and Safety Policy, particularly in relation to safe working practices. All staff must keep up to date with Highgate's Health and Safety Policies which are regularly updated and posted on the Staff Intranet.

Equality and Diversity

Highgate is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

As a member of the support staff, this role is responsible to the Bursar. Job descriptions may be updated by the Bursar from time to time to accommodate the changing needs of the School.

For operational reasons, the School reserves the right to transfer employees to alternative duties. For this reason it is a condition of employment that employees are willing to do so, if requested, from time to time.

September 2019

APPLICATION PROCEDURE

Applications should be made via Highgate's website
<https://www.highgateschool.org.uk/work-with-us/>

For any queries please contact Alice Buchanan, HR & Recruitment Officer, Highgate School, North Road, London N6 4AY. Recruitment@Highgateschool.org.uk

Closing date for applications is Sunday 3 November 2019.

Interviews will take place week commencing 4 November 2019.