

HIGHGATE

Candidate Information Pack

VISITING MUSIC TEACHER (VIOLIN) Maternity Cover

Senior & Junior School,
Highgate North London

Highgate School supports anonymous recruitment. This means we hide your personal, identifying information to remove bias from the hiring process. We encourage applications from candidates who experience barriers and inequity due to their ethnicity, gender identity, physical or mental health, sexuality, and/or socio-economic background..

Highgate is strongly committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know what you would require when you submit your application.

HIGHGATE JUNIOR



OUR SCHOOL

Highgate is one of the UK's leading independent co-educational schools. Established in 1565, we are both steeped in history and propelling forward. A progressive, entrepreneurial and creative community, we educate around 1,850 pupils across our three schools; Pre-Preparatory School (ages 3-7), Junior School (ages 7-11), and Senior School (ages 11-18) in North London.

We cultivate individual curiosity, intellectual rigour and passion to prepare our pupils academically and emotionally for the real world. Standards are high; our pupils obtain outstanding exam results and the vast majority go to university. Pupils are offered a wide range of co-curricular activities which enhance both their childhood experience and their future aspirations.

Highgate currently employs approximately 550 teaching and support staff. Working at Highgate is an opportunity to be part of a vibrant, diverse and welcoming community, committed to academic excellence and the highest standards of pastoral care. To find out more, please visit our website to view videos by pupils and staff about Highgate.

Pupils praise the community feel, the high energy bustle, the fact that everyone finds their niche
Tatler 2018





LIFE AT HIGHGATE

Staff wellbeing

Highgate recognises the value of staff wellbeing, which we promote by encouraging a strong work-life balance, trying our best to support flexible working requests, providing a nutritious food offering and offering access to sporting facilities. Our ethos is to be a reflective community and we encourage mindfulness throughout our School, for example by offering weekly prayers in our chapel. We also encourage an open culture throughout our School, with our directors having an open-door policy and regular staff surveys.

We also encourage our employees to be continuously engaged in their role by providing opportunities to participate in the wider life of our School, such as taking part in trips or societies and involvement in partnership projects.

Charitable work and sustainability

We remain committed to our original status as an educational charity. Highgate offers a significant number of bursaries to pupils who would otherwise be unable to access our excellent teaching and enriching activities. We are also the primary educational sponsor of the London Academy of Excellence, Tottenham, which was opened to provide an academically selective, well-governed free sixth form in a community where such opportunities are lacking.

Alongside this, our staff and pupils undertake a number of charitable activities throughout the year. These range from staff giving up their time to neighbourhood schools and charitable organisations, to pupils undertaking community work in the local area or further afield. For example, we also sponsor the Great Lakes High School in Uganda.

Highgate endeavours to be a sustainable school and we support a number of environmentally-friendly local and national initiatives on a daily basis. For example, our staff have embraced our initiative of no longer having single-use cups and, by providing everyone with a re-usable cup, our usage of plastics cups has fallen by 1,000 per week! We also encourage and have been recognised for a number of green transport initiatives.

BENEFITS

Location

Our School is located in Highgate Village, adjacent to Hampstead Heath. Highgate is one of the most beautiful and popular areas of North London, appreciated for its green open spaces, quaint shops and easy connections across London. Transport links include good bus routes and the Northern line of the London Underground, meaning central London is just twenty minutes away. This enables a smooth commute to the School, with staff and pupils coming from a wide area.

Pension

We currently offer a defined benefit (final salary) pension scheme where staff can earn a pensionable benefit of 1/80th of their final salary for each year of membership. Our staff contribution rate is currently 6%.

Induction, support and personal development

Highgate's induction and support for new staff ensures a smooth transition for all. We offer all visiting music teachers support for their continued personal development. This includes peer-on-peer learning from other talented musicians or from group sessions. Throughout your employment, you receive regular contact from your line manager to discuss opportunities to extend your development.

Leisure facilities

Our staff are offered free access, at stipulated times, to our sports facilities, including a fitness suite and swimming pool (currently being refurbished). The Mallinson Sports Centre also offers fitness classes at a competitive rate.

Lunch

A complimentary lunch for all staff is available in our Dining Hall. This includes hot meals, sandwiches, salads, fresh fruit and dessert. A packed lunch may be ordered, if preferred.

Holiday

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

Library

All Highgate staff can borrow books from our collection of 1,700 items, held in our magnificent Sir Martin Gilbert Library, a beautifully restored Victorian building.

Cycle to Work Scheme and season ticket loan

The Cycle to Work Scheme is a salary-sacrifice arrangement that enables employees to make tax and National Insurance savings when purchasing a bike. Our Transport and Logistics Manager is happy to help staff plan their cycle route to work. Highgate also offers an interest free loan to pay for your season ticket on public transport.

Family-friendly policies

Highgate appreciates that employees sometimes have family commitments so we try to be as supportive as possible, for example with enhanced maternity pay (8 weeks' full pay, then 10 weeks' half pay) and paid dependant leave.

*Blessed with playing fields and space beyond the
dreams of other London schools*
Good Schools Guide 2018



HeadStart Programme – Junior Strings Project

In September 2012 we launched a new and exciting strings scheme, the Junior Strings Project (JSP) for year 3 pupils. Almost 10 years later, we extended this project to woodwind and brass and launched the HeadStart scheme, in which the JSP falls under. The programme is open to all Y3 pupils introducing the widest possible selection of orchestral instruments appropriate to 6/7 year olds. Hour-long sessions operate after-school each week on a Wednesday from 3.45-4.45pm, covering general musicianship, tuition on the instrument of their choice in small groups and ensemble work. Children will learn primarily in the individual instrumental family groups building up to forming a complete Y3 orchestra by the end of the project, that incorporates strings, woodwind and brass.



MUSIC AT HIGHGATE

Remuneration: £34.74 per hour

Holiday: You will also receive payment for your holiday entitlement in accordance with your statutory entitlement for each hour worked which is payable £5.05 per hour

Reporting to: Director of Music

Type of position: Maternity cover, part time, term time only.
Casual fixed term contract (no guaranteed hours)

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.

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. Over 800 lessons are given per week across both the Junior and Senior School.

Singing is at the heart of Junior School life, with five choirs, annual musical theatre productions involving every child in each year group, and regular class singing in music and other academic lessons, in addition to those pupils undertaking individual singing lessons.

THE ROLE

Highgate seeks to appoint an experienced music teacher (specialising in violin) to teach individual lessons in both the Senior and Junior School from February 2022, with the potential to provide group tuition cover, as required, on the Junior Strings Project under the HeadStart programme. The role requires the music teacher to provide pupils with a rounded musical education through the medium of the teacher's instrument and its range of repertoire.

The Junior Strings Project follows the award-winning approach to string teaching developed by the world-famous string teacher Sheila Nelson that develops musicianship alongside instrumental skills. The Essential String Method is our guiding tutor, integrating musical awareness, creativity and technical development from the outset. The lessons are fun and simultaneously develop the pupil's technical and musical abilities.

The Director of Music and Head of Strings reserve the right to allocate the teaching in the schools between more than one candidate. This decision will be made upon reflection of each candidate's skills and experience at interview.

- To teach 35-minute or 50-minute music lessons to pupils and music award holder pupils, as requested by the Head of Strings/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 their 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





PERSON SPECIFICATION

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CHILD PROTECTION

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

Please note that this role is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview.

APPLICATION PROCEDURE

Applications should be made via Highgate's website:

www.highgateschool.org.uk/work-with-us/

For any queries please contact:

Alice Taylor
HR & Recruitment Officer
Highgate School
North Road
London N6 4AY

Recruitment@HighgateSchool.org.uk

Closing date: Sunday 7 November. First interview will take place online. Second interviews will take place on w/c 29 November 2021.

To and From

10 minutes by public transport
10-15 minutes' cycle / 30 minutes' walk

15 minutes by public transport
20 minutes' cycle / 45+ minutes' walk

20-25 minutes by public transport
25 minutes' cycle

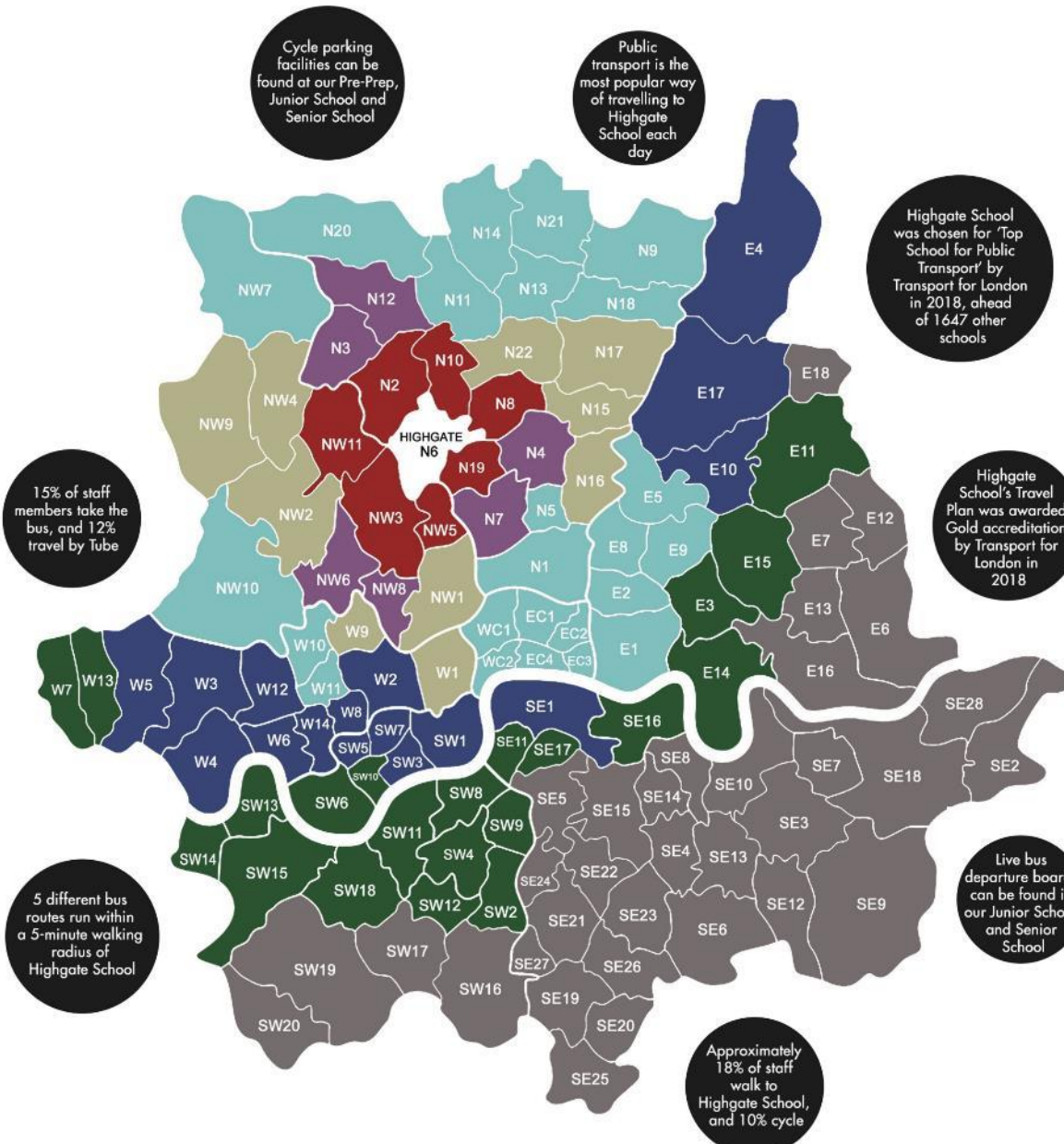
40 minutes by public transport
25-35 minutes' cycle

45-50 minutes by public transport
40-50 minutes' cycle

50-60 minutes by public transport
1+ hours' cycle

1+ hours by public transport
1+ hours' cycle

Travel times may vary during peak commuting hours



HIGHGATE

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E-mail: recruitment@highgateschool.org.uk
www.highgateschool.org.uk