



JOB DESCRIPTION

SINGING TEACHER - 1 day per week

We are looking for an enthusiastic and experienced singing teacher to join our team of twenty-eight visiting music staff, including five singing teachers. There is a strong tradition of music within the school and each week about 350 instrumental lessons take place. All children in Years 3-6 sing in choirs and there is a Chapel Choir for Years 6-8 that regularly sings in Canterbury Cathedral and which tours abroad every two years. There may additionally be a possibility for the successful candidate to run a vocal ensemble.

Our beautiful Music School opened in 2015 and the facilities are impressive. There are regular concerts and workshops (about 20 per year), including the 'Singers' Workshop' each January.

We are particularly looking for someone who will be happy to explore suitable repertoire and not simply use the same few songs from the exam syllabus. The successful candidate will have an excellent knowledge of the way a child's voice changes and develops and be happy to teach both boys and girls.

Visiting Music Staff are employees of the school and travel expenses are paid above 15 miles (each way).

KEY RESPONSIBILITIES

Teaching

- To teach 30 lessons per year during the school terms to pupils allocated by the Director of Music. The Music Administrator will inform the VMT of the number of pupils allocated to them before the start of term.
- To prepare pupils for concerts, external examinations, scholarships, auditions and other musical events where appropriate.

Management and Administration

- To keep a detailed record of attendance using the appropriate register form.
- To encourage pupils to turn up on time to their lessons, and to reward and sanction them using the school's 'ePraise' system depending on their attendance. If the pupil does not turn up the teacher should attempt to find them.
- To report to the Director of Music any noteworthy issues that have occurred during the lesson, i.e. frequently missed lessons, outstanding effort and progress, misbehaviour etc...
- To be prepared to liaise with parents of pupils by phone, email, or in person, and to use the 'Record Card' to inform parents of what needs to be practised.
- To submit to the Director of Music the attendance records by which payments are calculated on a termly basis, by the prescribed date.
- To be responsible for ensuring a high standard of teaching and continuity of service.
- To re-timetable any lesson they are unable to teach and to ensure pupils know of the change.

Assessments and Reports

- To assess, record and report on the development, progress and attainment of pupils as and when required, by the School.
- To communicate and consult with the parents of pupils when required by the School.

Professional Development

- To keep abreast of developments and teaching methods in order to maintain a high level of professional competence.
- To participate in job reviews/appraisals.

Child Protection

The King's School 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.

The postholder'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 will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the postholder 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 child protection officer or to the Head Master.

October 2021