



Dear Applicant,

Thank you for your interest in the role of Peripatetic Music Tutor - Brass at Edge Grove. This is a zero-hour position starting in January 2025. The School seeks to employ an inspiring, child-centred and dynamic individual who will work collaboratively and proactively to celebrate and promote the excellence of Edge Grove's Mission, its core Values and its pupils' remarkable progress and outcomes.

The successful candidate will place children at the centre of their thinking and work with teaching and non-teaching colleagues alike to ensure the best possible outcomes for each child. They will be solution-focused, be a strong communicator both when writing and speaking and will recognise and celebrate our community's unique cultural diversity. They will be excellent analytical thinkers and innovators, active learners and strategic thinkers, who are keen to develop their teaching roles in pursuit of future managerial roles. They will be critical, creative and original thinkers able to use their initiative. They will demonstrate excellent teamwork and leadership skills and be passionate about influencing communities for the better. They will be resilient and flexible in approach to problems and possess outstanding reasoning, problem-solving and ideation skills. They will lead by example in all of these skills in pursuit of an outstanding future career in education. The successful candidate may have previous experience of working in independent schools, but this role is equally open to applicants who have never taught in independent schools. They will enjoy engaging with prospective, current and former pupils, teaching and non-teaching staff, parents and governors. They will demonstrate excellent administration, leadership, organisational and communication skills, be able to multitask effectively in a busy and demanding environment, have a high level of emotional intelligence and empathy and be able to work effectively with all stakeholders at all times.

'Knowing and growing each child through a love, life and learning approach' is the Edge Grove mantra, which articulates the warmth and strength of our diverse child-centred community in which children are at the centre of our thinking. Edge Grove provides children with 60 acres of beautiful estate, heritage buildings, wonderful facilities and the educational space for children to grow and develop. Our pupils feel a strong sense of belonging and pride in our community and devised the 16 Core Values of the School, living within them. They develop independence and confidence as they move up through the School and develop the ten core skills identified by the World Economic Forum as those which will future-proof them for a future life and love of learning and fulfilment. We want children to develop their own unique character and creativity in pursuit of future happiness and success and in doing so to make their prep school days the best they can be.

The candidate specification which follows identifies the scope of the role, including the breadth of activities and personal specifications, but is not exhaustive. I hope that it provides you with all of the information that you need about the role. If you have any further questions, please do not hesitate to contact me or refer to the School website at www.edgegrove.com. If the words above strike a chord and you would like to play a part in the School's educational development, please read on!

I look forward to receiving your application and meeting you.

With best wishes,



Richard Stanley
Headmaster

JOB DESCRIPTION

Post: Peripatetic Music Tutor

Responsible to: Director of Music

PROFESSIONAL RESPONSIBILITIES

- Music Tutors should work closely with the Director of Music in order to promote the subject throughout the School community and create the framework within which pupils can enjoy an active pursuit of music at all levels and in a variety of forms.
- Support the School in its aims and objectives.
- Promote the academic and extra-curricular ethos and life of the school.
- Set high expectations in terms of enthusiasm for learning, punctuality and commitment.
- Dress in a way that is commensurate with the School working environment.

TASKS AND DUTIES

(i) Teaching and Learning

- Provide tuition to pupils of the School at days and times agreed with the School.
- Instruct pupils, ranging from complete beginners to those of a high standard, the technique and musicianship required to play an appropriate musical instrument, offering encouragement, support and guidance as necessary.
- Seek to motivate, support and stretch pupils to achieve their full potential.
- Set targets for pupil attainment levels.
- Work with parents to enable them to understand the tuition programme, pupil assessment and how to help their children progress.
- Organise and display timetables as agreed with the Director of Music for lesson schedules, adhering to the School policy (of lesson rotation, etc.).
- Liaise with colleagues to ensure a seamless delivery of departmental aims and objectives.
- Support music ensembles if and when required following consultation.
- Carry out the administrative procedures of the Department (lesson grades, pupil-absence notes etc.).
- Prepare appropriate pupils for Associated Board (or similar) Music Exams.
- Where appropriate, and following consultation with the Director of Music, organise, promote, rehearse and direct appropriate ensembles as extra-curricular activities.
- Prepare pupils for concerts, festivals and competitions (as appropriate) and encourage pupils to take the available opportunities to develop all aspects of their musicianship.
- Assess, record and report as required on the development, progress and attainment of pupils.
- Promote the general progress and well-being of any pupil assigned to her / him.
- Provide the Director of Music with such information as is required by the School in relation to the progress of your tutees.
- Contribute to the review of appropriate departmental policies and procedures.
- Monitor the condition and safe use of classroom equipment and facilities.
- Follow standard, 'whole school' agreed policies.

- Act in the professional manner of a member of School staff, maintaining good order and discipline among the pupils and safeguarding their health and safety, both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere.
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Undertake such training as may be reasonably required by the School to properly adapt to the changing requirements of the School and the role or as may be necessary to fulfil the School's statutory or regulatory obligations.

(ii) Discipline and Relationships

- Maintain good order, discipline and respect for others among pupils.
- Promote an understanding of the school's code of conduct and values.
- Develop relationships with pupils conducive to optimum learning.

(iii) Assessments, Reports and Communication with Parents

- Keep records of pupils' performance and progress for internal assessments.
- Build and maintain co-operative relationships with parents and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
- Provide termly written reports for individual pupils as required.

(iv) Appraisal or Review of Performance

- Participate in the school's appraisal process and attend annual review and follow-up meetings as required.

(v) Professional Development

- Keep up-to-date with current educational thinking and practice by both personal study and attendance at school training sessions and meetings.

(vi) School Policies

- Be familiar with all school policies, both those pertaining to academia and school life in general, and ensure they are accurately and consistently implemented.

(vii) Corporate Life

- Contribute to the extra-curricular life of the school e.g. after-school activity programme as agreed with the Director of Music.

(ix) Standards and Quality Assurance

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Uphold the school's code of conduct and uniform regulations.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Headmaster to meet the changing needs of the school.

CHILD PROTECTION

In the context of their employment a member of staff will frequently be in the presence of children and will have appropriate levels of training in child protection. All members of staff comply with the School's Child Protection and Safeguarding Policy that is posted on the School's website. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety and welfare of pupils, they report concerns immediately in accordance with the Policy.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Headmaster to meet the changing needs of the School.

SALARY AND BENEFITS

Edge Grove offers its staff attractive salaries and pay progression compared to the wider education sector. We reward experience and responsibility and will discuss the salary for this position with candidates at the interview.

Other benefits include:

- ❖ Auto enrolment into NEST pension scheme;
- ❖ Free school lunch and refreshments during term time whilst the kitchen is operating;
- ❖ Parking on site in designated areas at no cost, although all vehicles are parked at the driver's risk;
- ❖ You may be provided with additional benefits when employment starts which are detailed in the Staff Handbook.

TERMS & CONDITIONS OF EMPLOYMENT

- ✓ All appointments are subject to an enhanced check with the Disclosure and Barring Service and at least two references from past employers, including any school employment during your career.
- ✓ All staff comply with the School's Child Protection and Safeguarding Policy.
- ✓ All staff set an example to pupils and dress appropriately at all times;
- ✓ The School operates a no smoking and no vaping policy;
- ✓ The School takes its obligations under the Health & Safety at Work Act seriously and the post holder requires all staff to comply with all aspects of the School's Health & Safety Policy, particularly in relation to safe working practices;
- ✓ All staff keep up to date with the School's current policies and posted on the staff shared drives;
- ✓ The School reserves the right, for operational reasons, to transfer you to alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested, from time to time.

DATA PROTECTION

The School collects personal data during the recruitment process, which it adds to the successful candidate's employment record. The School retains application information on unsuccessful candidates for six months after the completion of the recruitment process; after this, it will securely destroy it. For further information on how we use your information and with whom we share it, please refer to the Staff Data Protection Privacy Notice available on our website.

RECRUITMENT & SELECTION

Edge Grove School Trust Limited is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The School carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our Recruitment, Selection and Disclosures Policy. If you are shortlisted, you will declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Guidance will be provided when you are invited to interview.

Please read the Recruitment, Selection and Disclosure Policy which is available on our website and should be read before making your application.

Please fully complete an application form which can be found on the About Us / Job Vacancies page on our website www.edgegrove.com. Please email the completed form and an accompanying letter of application addressed to the Headmaster, to hr@edgegrove.com. Applications must arrive prior to the closing date and time. CVs are not accepted.

Please refer closely to the 'Notes for Applicants' page in the application for employment and ensure that you are aware of your responsibilities relating to the declaration of criminal convictions and cautions for a position within the School.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

The School 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.

To arrange an informal visit to the School or to discuss the role in confidence, please contact the Headmaster via hr@edgegrove.com or 01923 855724.