Application Pack

Ref: WA110

Visiting Teacher of Music (Trumpet)

Hourly Rate: £39.10

Closing Date: 11 June 2021

Westminster Abbey Choir School
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About Westminster Abbey Choir School

Westminster Abbey Choir School is a remarkable school. It exists to educate and care for 30 boy choristers of Westminster Abbey. Unique amongst choir schools, Westminster Abbey Choir School admits only singing boys, who are boarders in the relative peace and calm of Dean’s Yard in the centre of London. It is thus a small, tightly knit community, with a strong sense of shared purpose both among pupils and between pupils and teachers. The school has a warm, cooperative atmosphere in which flexibility and teamwork are keys to the smooth running of the boys’ busy timetable.

Boys are selected by audition and academic test at the age of seven to start at the school in Year 4. At age 13 they normally move on to one of a wide range of leading independent schools, to which the great majority win music scholarships.

Although it provides one of the premier musical trainings available to singing boys, Westminster Abbey Choir School also maintains a full academic curriculum leading to the Common Entrance Examination at 13+, and in some cases to academic scholarships to senior schools. High standards are expected of both pupils and teachers. This inevitably makes for a busy weekly schedule in which academic and musical commitments have to be balanced.

The school is generously staffed with seven full time and four part time academic staff, eight domestic staff and a dozen or so peripatetic music staff. As a department of Westminster Abbey, the school forms part of the Abbey’s overall administrative structure drawing on its maintenance, finance and human resources departments.

In a school of this size, staff get to know each boy very well indeed and several of the staff live on the premises. Central to the school’s ethos is an informal, supportive atmosphere in which all of its members – pupils and staff – treat one another with consideration and respect. Indeed, this culture is common to the whole community of Westminster Abbey.

The intimate relationship with Westminster Abbey brings a special dimension to the school. The boys sing in the Abbey almost every day of the week and develop a special affinity and love for this church, which is both an ancient place of Christian worship and a high-profile national symbol. They are regularly called upon to sing at special occasions such as the wedding of Prince William and Catherine Middleton and the visit of Pope Benedict XVI. They also give public concerts both here and abroad, and make recordings.

Outside the normal run of singing and academic lessons, there is a busy programme of extra-curricular activities. In addition to the usual array of sports, boys may be found in a range of pastimes, from sailing and rock-climbing to origami and cooking. A special feature of the school year are the periods leading up to Christmas and Easter when the choristers are required to sing in Westminster Abbey. The boys eagerly look forward to these periods and the school continues with a programme of seasonal events.

The school is committed to safeguarding and protecting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Details of the safeguarding policy can be found on the Choir School website: http://www.westminster-abbey.org/choir-school and a summary is provided in Appendix 1.
Job Description

JOB TITLE: Visiting Teacher (Trumpet)

ACCOUNTABLE TO: Director of Music

KEY RELATIONSHIPS: Pupils, parents and other teaching and non-teaching staff

JOB SUMMARY: To provide individual lessons in one or more instruments to an agreed number of pupils, as required by the Choir School from time to time

BACKGROUND: Westminster Abbey is both a place of daily worship, and is one of the UK’s leading visitor attractions, welcoming over one million visitors each year. A diverse and lively community work at the Abbey comprising just over 350 employees and a greater number of volunteers. The Choir School is an integral part of the Abbey with the 30 pupils performing at Abbey services and events on a daily basis.

MAIN DUTIES AND RESPONSIBILITIES:

1. Attend the school as required to teach instrumental lessons to individual pupils, small groups or to coach instrumental ensembles.

2. Encourage pupils to take responsibility for their own practice.

3. Advise on repertoire.

4. Prepare pupils for examinations at the appropriate level.

5. Keep the Director of Music informed as to pupil’s progress and prepare written reports in line with the school’s reporting schedule.

6. Liaise with parents to discuss progress. Keep the Director of Music appropriately informed of all such discussions.

7. Work within the ethos of the school, and with other staff as appropriate, to promote the general progress and well-being of pupils.

8. Be familiar with the Choir School’s Safeguarding policy and Health and Safety policy and ensure that the pupil’s safety and security is a priority at all times.

Ensure that all duties and responsibilities are carried out in accordance with the School’s Health and Safety Policy.

Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training.
Person Specification

Visiting Teachers (Instrumental)

This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. ‘Essential’ criteria are those that the job holder absolutely must have in order to do the job. ‘Desirable’ criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.

Westminster Abbey Choir School is committed to Safeguarding and promoting the welfare of pupils. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

**Essential**

**Skills/Aptitudes/Knowledge:**

1. Advanced level of technical and performance skill in the instrument(s) to be taught.
2. Ability to communicate effectively with children of the appropriate age range.
3. Good working knowledge of ABRSM and other appropriate examination requirements.
4. Ability to assess progress and identify interventions needed to resolve issues with pupils who are failing to perform to the expected standard.
5. Working knowledge of issues relating to Safeguarding of pupils.

**Experience:**

6. Experience of providing instrumental lessons to pupils of the appropriate age range.
7. Experience of advising on repertoire and preparing for performances and/or examinations.

**Personal Attributes:**

8. Able to work effectively and collaboratively as part of the Choir School team.
9. Able to maintain confidentiality at all times.

**Circumstances:**

10. Able to work flexibly and to vary the hours worked very occasionally as circumstances demand.

**Desirable**

11. Instrumental qualification at Diploma level or above

*This Job Profile will be kept under review and may be amended by Westminster Abbey Choir School from time to time. Any proposed changes will be discussed with the postholder.*
Working for Us

Salary

The hourly rate is £39.10 and is paid on the last Friday of each month. The hourly rate is reviewed annually in January.

Working Hours

The Choir School has a requirement for visiting teachers from time to time. Your hours of work will be agreed with each assignment authorised by the Director of Music.

Annual Holidays

In this post your holiday will be calculated and paid in accordance with current legislation. For the purposes of calculating your pro-rata entitlement your holiday entitlement is inclusive of your statutory entitlement which is 28 days per annum. When calculating your statutory entitlement bank and public holidays are taken into account. The statutory entitlement cannot be carried over from one holiday year to the next and no payment in lieu will be made.

Pension Scheme

You will be entitled to be enrolled in the Teacher’s Pension Scheme. Full details of the pension scheme can be found at www.teacherspensions.co.uk
Equality Statement and How to Apply

Equality Statement

The Dean and Chapter aim at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant’s abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please complete the Equal Opportunities Monitoring form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

How to Apply

Read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the ‘Supporting Statement’ section of the form to tell us how you meet each of the requirements.

As well as your previous work experience, tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

To apply for the role, please download the recruitment pack from the Westminster Abbey website at: https://www.westminster-abbey.org/about-the-abbey/jobs-volunteering/employment-opportunities which provides further information about the role and details of how to submit your application form. CVs will not be accepted.

Completed applications must be received by noon on Friday 11 June 2021, and may be considered on receipt. Application forms can be sent to: applications@westminster-abbey.org. Enquiries can be sent to: james.lark@westminster-abbey.org Interviews will be held week commencing 14 June 2021 and we will clarify whether they will be face to face or virtual once shortlisting has been completed.

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training and enhanced criminal record check. Westminster Abbey is an Equal Opportunities Employer.

The successful candidate will be required to commence by September 2021, subject to satisfactory employment checks.

If you are invited for interview, you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, a medical and a Disclosure and Barring Service (DBS) check at enhanced level.