



OUNDLE

School

Visiting Music Teacher (Flute)

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive schedule.

Background to Post

Oundle School is one of the country's premier co-educational boarding and day schools, with 860 boarding and 250 day pupils. A further 250 day pupils attend Laxton Junior School. The School has a turnover in the region of £40million and a staff of approximately 700.

The Music Department is very strong with approximately 9 full time staff and 45 part time staff and is renowned for the quality of its teaching of music. Visiting Music Teachers are employed on a part-time basis by Oundle School

Department:	Music
Section/Department/Team:	Woodwind
Responsible to:	Head of Instrument
Responsible for (staff):	None

Job Purpose:

To provide high calibre instrument lessons for pupils, to enable them to perform musically to the high standards expected by the School and to achieve their full potential in music examinations and concert performances as appropriate. This will be primarily achieved through one-to-one lessons, and assistance with ensembles and coaching as required. Visiting Music Teachers are responsible to Heads of Instrument on a daily basis.

Department Information:

The Music Department is housed in an old Georgian Rectory, now the Gascoigne Building, near the centre of the School and the town. The Gascoigne Building provides an attractive and well-equipped environment for music education. The School has a fleet of 54 pianos, its own Music Library, and the chapel has 3 organs: a three manual instrument, built in 1984 by Frobenius of Denmark, a 5-stop continuo organ by Johnson and a Copeman Hart instrument, built in 2000.

The Music Department presently consists of; the Director of Music, Head of Academic Music and School Organist, 4 Heads of Instruments specialising in Wind, Brass, String and Piano, a Music Technician, Academic Music Teacher and Music Fellow. It is supported by a team of part-time visiting instrumental teachers and a full time secretary.

Around 860 instrumental lessons are given each week. All pupils are encouraged to play in instrumental groups and to sing in choirs as soon as they reach a reasonable standard. Instrumental Ensembles are tiered in terms of ability. At present Symphony Orchestra, Chamber Orchestra, Chapel Choir, Schola Cantorum, Chamber Choir, Junior Choir, Wind Orchestra, Concert Band, two Jazz Orchestras, Percussion ensembles, Steel Pans, Brass groups, the Pipers and Drum Corps, CCF Marching Band, a Blues Band, many string quartets, chamber music and smaller ensembles flourish.

All groups are given frequent opportunities to perform in concerts, services or social functions in and out of School throughout the year. There are competitions during the year for solo instrumental and ensemble performance, solo singing and House part and unison singing. The Department is involved with many productions in the School's Stahl Theatre, ranging from incidental music for plays, to full length musicals. There is a biennial concert given in Hong Kong, and there are links with Oundle Music Trust which encompasses the Oundle for Organists summer school. Alexander Technique is important and the department was instrumental in the ground breaking initiative Violinists in Balance that was developed alongside the Conservatoire in Utrecht. The School has a partnership with the Royal College of Music, giving Oundle musicians unique access to the College's professors and facilities. A number of linked events take place annually.

Music is taught in classes to all first and second forms (11 – 13 years). Pupils in the Third Form choose to study the subject as one of three practical choices out of six. GCSE, A Level and Music Technology A Levels are courses offered, along with a 6th form Diploma course option. The Music School has good facilities for technology in music and these play an important part in studio work, the music tech academic options and compositional work for GCSE/A level. There are weekly classes in theory and aural training.

The School offers up to ten major music scholarships for entry at 13+ and a number of Music Exhibitions. There are also scholarships for entry at 16+ and 11+. We have around 100 pupils holding music awards.

Duties and Responsibilities:

- Provide high calibre instrument lessons to pupils.
- Demonstrate appropriate techniques to pupils and use a range of different learning styles to encourage and foster learning.
- Enable the pupils to perform musically and to achieve their full potential in music examinations, competitions and concert performances as appropriate. This will be primarily achieved through one-to-one lessons and coaching ensembles.
- Enter pupils as appropriate for Public examinations and competitions
- Timetable and plan lessons.
- To carry out pupil assessments and provide written reports and assessments as requested by the School.
- To carry out administrative tasks in relation to the role.
- To carry out any other duties commensurate with the post as may be reasonably required by the Head of Instrument or Director of Music.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

PERSON SPECIFICATION

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

ESSENTIAL ATTRIBUTES	DESIRABLE ATTRIBUTES
QUALIFICATIONS	
<ul style="list-style-type: none"> • Performance Diploma or Music degree • Ability to teach to a Diploma standard if required 	<ul style="list-style-type: none"> • Teaching Qualification
SPECIALIST SKILLS & EXPERIENCE	
<ul style="list-style-type: none"> • Previous Teaching experience of 1:1 and small group sessions • Working knowledge of IT such as email and Word • Professional playing experience • Working with pupils 	<ul style="list-style-type: none"> • Strong links with the wider music industry (eg. exam boards, conservatoires, artistes, agents, ensembles, national ensembles) • A knowledge and experience of working in boarding schools • Good keyboard skills
PERSONAL QUALITIES	
<ul style="list-style-type: none"> • Team Player • Good verbal and written communication skills • Efficient • Enthusiastic approach in all dealings with pupils, colleagues and parents • Evidence of ongoing development in their passion for learning and teaching • Empathy and understanding towards different learning styles and approaches 	<ul style="list-style-type: none"> • A wide range of interests to be able to interact and engage with pupils across the School

Note:

Every job description in the organisation will be subject to a review either:

- **on an annual basis at the time of the annual appraisal meeting, or**
- **as a result of a change in strategic direction, or**
- **as a result of a team/ operational requirements, or**
- **as a result of agreed performance appraisal needs and objectives, or**
- **within six months of appointment**

It is the shared responsibility of the job-holder and their Manager to ensure that job descriptions are kept up to date.

THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER

EMPLOYMENT INFORMATION

This post is subject to a ten month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to a check by the Criminal Records Bureau

All staff are required to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications declared on their application form.

Hours of Duty: Term time only. This is a part-time position.

Salary: £32.22 per hour + £3.88 holiday pay per hour worked. (based on 21 days per holiday year plus 7 bank holidays)

Holidays: Not to be taken during Oundle School Term time. Holiday entitlement for staff working 52 weeks will be 28 days' paid holiday in each complete holiday year, inclusive of bank and public holidays. This will be pro-rated for staff working less than 52 weeks. The public holiday dates will be published annually and communicated to staff. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).

Application closing date: Wednesday 27th February, 2019 (9am)

Interview dates: Wednesday 6th & Thursday 7th March

Completed application forms should be returned to:

Vania Murphy, Recruitment Officer, The Bursary, Church Street, Oundle PE8 4EE

e-mail: recruitment@oundleschool.org.uk tel: 01832 277193

THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER