

Post Title: Peripatetic Singing Teacher

Hours: 4 hours per week, term time only

Salary: £25.00 per hr

Line Manager: Leader of Performing Arts

Outline Job Description

Generic Introduction:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Appleton Academy and Exceed Academies Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. Appleton Academy is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Main duties & responsibilities;

- Delivering lessons to individuals and small groups of students of a range of musical skills, abilities and interests
- Teaching a range of musical styles and genres to engage and support all pupils
- Using music technology effectively to support progress
- Planning and preparing lessons in relation to individual pupils' needs and examination syllabuses
- Acquiring appropriate teaching materials and resources
- Teaching music theory, aural skills and practical techniques to pupils
- Entering and preparing pupils for examinations
- Motivating pupils and encouraging progress
- Liaising with academic staff and parents
- Creating and maintaining a network of contacts to ensure work continuity
- Ensuring up-to-date knowledge and awareness of examination requirements
- Assessing pupils' abilities, providing feedback and writing reports
- Arranging recitals and concerts for pupils' families and friends

Together we **Exceed**

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Line Management

- Meet regularly with Leader of Performing Arts to ensure current and future procedures and policies are understood and adhered to

General

All Academy staff are expected to:

- Work towards and support the Trust's/Academy's vision and the objectives
- Support and contribute to the Trust's/Academy's responsibility for safeguarding students
- Work within the Trust's/Academy's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the Academy's Equality Policies to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to Trust/Academy policies and procedures as set out in the staff handbook or other documentation available to all staff

Environmental demands/Working Conditions:

- To be flexible with regard to the timing of break and dinner times in order to assist with the supervision of pupils and the efficient running of the school.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals, eg teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

Special Conditions of Service:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).



Other considerations

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's Designated Safeguarding Lead or appropriate senior leader eg Head of School.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times, eg access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

Safeguarding and Compliance

- Promote the safety and wellbeing of pupils and staff within the school
- Uphold the Academy's Policies in respect of Safeguarding and Child Protection
- Through example and line management, ensure good order and discipline is maintained among pupils and staff, and that high expectations regarding safeguarding, behaviour and attendance are communicated and adhered to

Payment

- At the end of every week you have worked you must complete a casual time sheet, which should be signed by yourself and authorised by the Leader of Performing Arts and Executive Headteacher.
- This form must be received by the PA to the Executive Headteacher, during the first week of every month, in accordance with the Academy's payroll schedule to ensure prompt payment direct into your bank account. All staff are paid on a monthly basis on or before the 26th of the month.



This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

	<u>Essential</u>	<u>Desirable</u>
Experience	<p>The successful applicant will:</p> <ul style="list-style-type: none"> • Ideally have previous teaching experience within a Secondary school or leading musical performances with choir of young people • Experience of developing musical knowledge and skills to performance level with young people • Be looking to make a valuable contribution to the Academy's successful development • Have excellent communication skills 	<ul style="list-style-type: none"> • Possess a degree or formal education in Music
Professional Knowledge	<ul style="list-style-type: none"> • Knowledge of Health and Safety requirements • Knowledge of particular subject / technical area. • Ability to remain calm under pressure. • Flexibility and willingness to accept change. • Willingness to share knowledge, expertise and experience. • Ability to prioritise conflicting demands and pressures. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to work proactively and independently. • Approachable, courteous and able to present a positive image of the school to callers and visitors • Maintain confidentiality in matters relating to the school, its pupils, parents and carers. • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level 	<ul style="list-style-type: none"> • Knowledge of school procedures • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
Commitment	<p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> A. Safeguarding, child protection and health and safety B. Equality Act 2010 C. promoting the school's vision and ethos D. promoting high ethical standards E. relating positively to and showing respect for all members of the school and wider community F. on-going relevant professional self-development G. collaborative working 	

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