Job Description

Job Title: Violin/Viola Teacher
Department: JUNIOR GUILDHALL STRING TRAINING PROGRAMME
Grade: £52.67 per hour
Location: Brentwood School
Responsible to: Head of Junior Guildhall, Head of Junior Music Courses and Head of Strings
Responsible for: Students

Appointed Candidates Signature:
Please sign and date here upon receiving your offer of employment
I confirm I have read the Job Description below:

Full Name: …….

Signature ……..……. Date: ……

Purpose of Post

ROLE
To teach violin/viola to students aged between 6 and 11 in accordance with the Guildhall School and departmental requirements and to guide their musical and artistic development. Some ensemble tuition is also expected.

Main Duties & Responsibilities

DUTIES
1. To be responsible for formal scheduled teaching, tutorials and assessment (in relation to assigned students). Included within the hours allocated to this work are the preparation of learning materials, research and other forms of scholarly activity including attendance at meetings and all administration.
2. To monitor the progress and achievement of students throughout their period of study and prepare an annual report for each student.
3. To manage the preparation and participation of assigned students where appropriate in a range of performing activities including concert performances, ensemble concerts, internal assessments, outreach performances, master classes and workshops, competitions and outside engagements.
4. To participate, if requested, with the Head of Junior Guildhall and other senior colleagues in the auditioning and admissions procedures (for an additional fee).
5. To participate, if requested, with the Head of Junior Guildhall and other senior colleagues as a member of a panel for student assessments (for an additional fee).

6. To contribute to programme and curriculum development where appropriate.

7. To attend an annual INSET training day in September if requested, at the Guildhall School (for an additional fee).

8. To raise the profile of Junior Guildhall and Brentwood School by promoting both institutions in all outside activities and assisting in the recruitment of students of the highest quality.

9. To liaise with other providers of student support services within the Guildhall School and provide advice to students with special learning needs.

10. To participate as required in relevant administration arrangements of Junior Guildhall at Brentwood School.

11. To liaise with other school departments on collaborative activity where appropriate.

12. To carry out other departmental duties from time to time as agreed with the Head of Junior Guildhall and Head of Junior Music Courses.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the Guildhall School.

Person Specification

Job Title: Violin/Viola Teacher
Department: Junior Guildhall
Grade: £52.67 per hour
Trent Position number:
DBS Criterion: (delete as appropriate)
Enhanced DBS with children's barred list
Security Vetting Criterion: (delete as appropriate)
No security vetting is required
Politically Restricted Post Criterion: (delete as appropriate)

This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

JUNIOR GUILDHALL AT BRENTWOOD SCHOOL
STRING TRAINING PROGRAMME VIOLIN/VIOLA TEACHER
Person Specification

Technical skills, qualifications and experience	**Essential**	**Desirable**
• Significant experience of teaching specialism in relation to beginners and children aged up to 11	✔	
• Experience of teaching within a specialist musical environment		✔
• Performing career		✔
• Music degree, diploma or equivalent.	✔	
• Knowledge of Kodály and Dalcroze techniques (instrumental teachers)	✔	

Business Skills	Essential	Desirable
• Able to communicate effectively both orally and in writing	✔	
• Able to develop & sustain relationships with Guildhall School colleagues, clients & students	✔	
• Able to work as part of a committed team	✔	
• Able to give regular lessons on Saturdays	✔	

Personal Skills	Essential	Desirable
• Ability to motivate and inspire young people	✔	
• Enthusiasm and commitment to Junior Guildhall at Brentwood School	✔	
• Ability to prioritise and manage own workload	✔	
Ability to be logical and able to apply an innovative approach to problem solving	✔	
• Self-motivated, self-starter with a calm and professional approach	✔	
• Efficient, organised & able to meet deadlines	✔	

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

Be as specific as possible, we cannot guess or make assumptions but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Contract

The position is offered on a permanent Basic.

Salary

The salary for this role is **£52.67 per hour (including holiday pay**. This figure will be reviewed annually from 1st July in line with the pay award for other salaried staff within the City of London Corporation.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the contribution bands. There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national https://www.lgpsmember.org/ and/or the https://www.cityoflondonpensions.org/.

If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Hours of Work

Currently the role involves up to 4 hours of work on Saturday although this is expected to develop further over time.

Frequency and Method of Payment

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the last day of each month.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government)
(Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity
leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a one-year academic year probationary period. Should either party wish to terminate the employment during this period, then one month's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

Three months' notice by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part-time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.