



Harp Teacher (Junior Guildhall)

Job Description

Responsible to: Head of Junior Guildhall & Head of Junior Music Courses

Responsible for: Teaching Harp Students

ROLE

To teach students aged between 8 and 18 to conservatoire entrance level in accordance with the school and departmental requirements and to guide their musical and artistic development. To participate in the teaching of the harp ensemble classes to the First Study students.

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, orchestral and chamber music concerts, internal assessments, outreach performances, masterclasses 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 raise the profile of Junior Guildhall by promoting the School in all outside activity and assisting in the recruitment of students of the highest quality.

8. To liaise with other providers of student support services within the school and provide advice to students with special learning needs.
9. To participate, as required, in the administration arrangements of Junior Guildhall.
10. To liaise with other School Departments on collaborative activity where appropriate.
11. To carry out other departmental duties from time to time as agreed with the Head of Junior Guildhall and Head of Junior Music Courses.

HEALTH & SAFETY

To take reasonable care for all health and safety matters concerning myself and those around me, in accordance with the City of London Corporation's Health and Safety procedures.

EQUAL OPPORTUNITIES

To conduct all activities taking account of the City of London Corporation's Equal Opportunities Policy, ensuring that all clients, contacts, students and employees are treated fairly and with dignity and respect. To promote the Corporation's commitment to equality and diversity and to ensure that all students comply with the policy in all their activities.

POLICIES & PROCEDURES:

To comply with all the Guildhall School's policies and procedures.

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Person Specification

Technical skills, qualifications and experience	Essential	Desirable
• Significant experience of teaching specialism or significant professional performing portfolio	✓	
• Experience of teaching within a specialist musical institution; e.g. junior conservatoire, specialist music school.	✓	
• Performing career.		✓
• Music degree, diploma or equivalent.	✓	

Business Skills		
• Able to communicate well 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	✓	
• Able to offer career guidance in music to young people		✓

Personal Skills		
• Ability to motivate and inspire young people	✓	
• Enthusiasm and commitment to Junior Guildhall	✓	
• 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, organized, and 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). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

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.

Salary

The hourly rate of pay for your working hours for teaching will be from £45.57 per hour (including holiday pay). You will only be paid for the hours you actually work and for the equivalent proportion of annual leave to which each hour you work entitles you.

Contract

The position is offered on a permanent basis.

Hours of Work

The times/days when teaching takes place for Junior Guildhall is on Saturdays and should this change it will be arranged by agreement with your Head of Department before the beginning of each term. For this purpose, terms are deemed to begin in September, January and April (actual start dates will vary each year). Checks on delivery of hours confirmed in the statement of hours will be undertaken to confirm the delivery before payment.

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 working day of the month.

Annual Leave

The annual leave year runs from 1st September to 31st August each year. Payment in respect of your annual entitlement, equivalent to 28 days pro rata, is included in the total hourly rate of pay for your working hours. Your total hourly rate, therefore, will contain an element equivalent to 1/11th of the hourly rate in respect of your entitlement to paid annual leave. The amounts of total pay and the paid annual leave element are shown in the accompanying letter of appointment.

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.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

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.

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 academic year probationary period. Should either party wish to terminate the employment during this period, then one months' notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

1 full term notice in writing 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.

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.