



ST JOHN'S BEAUMONT PREPARATORY SCHOOL OLD WINDSOR



Teacher of Music (part-time)
Candidate Information Pack
April 2024



ABOUT THE SCHOOL

St John's Beaumont is a Day and Boarding Preparatory School is a School for pupils aged from 3 to 13 set within 75 acres of established woodland and playing fields adjacent to Windsor Great Park.

This is a very special place to work and to learn. Our pupils are offered every possible opportunity to excel in a wide variety of areas, both academically, but importantly also in the wider curriculum as well. St John's naturally suits those who are open-minded, spiritual, compassionate but also importantly critical thinkers.

Founded as a Roman Catholic (Jesuit) school, our spiritually and culturally rich tradition informs the qualities we seek to nurture and develop in our pupils, who progress to a range of senior schools such as Charterhouse, Eton, Harrow, Oratory, Stonyhurst, Wellington & Windsor Boys, with many receiving scholarships.

Our beautiful school buildings were designed in 1888 by John Francis Bentley who rose to fame as the architect of Westminster Cathedral in London. The School enjoys first class facilities including a purpose-built sports centre, indoor and outdoor cricket nets, floodlit tennis courts, a golf putting green and driving range, an indoor swimming pool and over 50 acres of playing fields. St John's enjoys a strong reputation for sport, with a strong rugby and swimming tradition, as well as cricket, football, golf, and rowing; as well as music and the performing arts.

SAFEGUARDING

St John's Beaumont is committed to ensuring the safety of its pupils and as such any successful candidate will be subject to an enhanced check (including Barred List check) by the (DBS) Disclosing and Barring Service. The school is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the School. Please note that online searches may be performed on shortlisted candidates, including social media accounts.

EQUALITY AND DIVERSITY

St John's Beaumont is a welcoming environment. The school promotes the concept of equal opportunity for all and recognises the need to counteract ideas and instances of individual and institutional discrimination on the grounds of race, ethnic origin or colour, gender, age, disability or sexual orientation. We value and treat all people with dignity and respect.

We aim to encourage, value and manage Equality, Diversity and Inclusion. We oppose all forms of unlawful and unfair discrimination, harassment or victimisation. We are striving to attain a workforce that representative of society to ensure we secure the widest pool of talent available. Applicants whose backgrounds are underrepresented in the sector are encouraged.

It is our aim to ensure that no job applicant or employee receives less favourable treatment (either directly or indirectly) in recruitment or employment on grounds of age,



disability, gender, marriage / civil partnership, pregnancy/ maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).

WORKING WITH US

Thank you for your interest in joining St John's Beaumont. We place great value on our staff and offer a welcoming, collaborative community, where all colleagues are valued and treated with respect and dignity. We offer a range of benefits and competitive terms and conditions. The information below is non-contractual but aims to give you an overview of the post.

BENEFITS

PENSION After successful completion of 3 months employment, you will be automatically enrolled into a pension scheme.

HOLIDAYS As a term-time only role, you will be expected to take holiday during the school holidays. The school terms run across roughly 36 weeks of the year.

SICK PAY On successful completion of your probation period, staff are eligible for sick pay under the School's occupational sick pay scheme.

MEALS AND REFRESHMENTS During term time a freshly prepared, nutritious lunch is available as well as refreshments during your working day, free of charge.

PARKING There is ample free on-site parking available.

STAFF FACILITIES AND SPORT Various sports facilities are available on site that can be used by staff at agreed times during the week, including the sports hall, swimming pool and gym. Various school social events and functions are organised throughout the year.

INDUCTION AND STAFF TRAINING AND DEVELOPMENT You will receive initial induction training when you first join us, with ongoing support and guidance. Following induction, you will be encouraged to demonstrate continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

DISCOUNTED SCHOOL FEES At the discretion of the Headteacher and Bursar, staff may be eligible a discount on day fees should their child be accepted into the School. This discount is on a pro-rata basis for part-time employees.

STAFF AND WELLBEING You will be offered free membership of our Employee Assistance Programme and are also exploring other wellbeing initiatives to support our staff.

FLEXIBLE WORKING The school recognizes the need for a manageable work-life balance and the importance of family life, and aims to facilitate flexible working.

SCHOOL LIFE All staff are encouraged to participate in school life, which could include exciting opportunities, such as accompanying school trips overseas.



JOB DESCRIPTION

Job Title	Teacher of Music (part-time)
Group	Music
Reports to	Director of Music

JOB PURPOSE

ROLE SPECIFICATION:

- Start Date: September 2024
- Working hours: Part-time (0.4 FTE). There is also scope to extend this role to a full-time position, should the chosen candidate also able to teach Information Technology, Coding and/or Latin.
- Salary: Depending on experience.

ABOUT THE MUSIC DEPARTMENT:

The Music School at St John's was purpose built in 2001 and includes a classroom, concert hall, music technology studio and 7 individual practice/teaching rooms.

Music is well supported and instrumental lessons are popular among the pupils. The school is host to around 15 peripatetic music teachers, some of whom also contribute to the programme of ensembles.

The music department aims to inspire and promote confidence, self-expression, camaraderie and a sense of drive and purpose. The children are encouraged to be responsible for their own musical pathway and develop their own sense of self-worth and self-determination. This has led to the music department becoming a hub of energy within the school.

ROLE OVERVIEW:

Job Description:

- To plan, prepare and teach engaging music lessons to Pre-Prep, with scope to also extend this to the Middle and Upper School, if required.
- To play piano for School events when required, such as Mass, concerts and productions.
- To support the Director of Music in the running of the School choir, orchestra and ensemble, along with other co-curricular activities.
- To assist the Director of Music in the coordination of departmental events, such as School concerts, showcases and trips.
- To support the Director of Music with the coordination and administration of peripatetic music lessons.





- To regularly assess the progress of pupils using both formative and summative methods, including setting examinations where appropriate.
- To provide parents with timely and accurate information on their child's progress. This would include preparing school reports and attendance at all appropriate Parents' Evenings.
- To ensure that pupil work is marked regularly and that the School's Assessment Policy is maintained rigorously through the academic year.
- To liaise with the SEND department to deliver effective learning provisions for pupils who are experiencing mild special educational needs and follow an IEP for pupils, if appropriate.
- To act as a positive role model and promote the aims, values and ethos of St John's Beaumont School and uphold all rules and policies.
- To deliver school assemblies on a spiritual or specific subject theme, as and when invited to do so by the Headteacher.
- To work collaboratively with staff to develop whole-department policies.
- To support fully the life of a Roman Catholic school.
- To cover for absent colleagues, on occasion, during non-contact periods.
- Attend and actively contribute to wider school life, including parents' evenings, open days and other events as required by the Headteacher.
- To attend meetings and courses and keep up to date with current educational issues and ensure that appropriate INSET courses are attended.
- To take an active part in extra-curricular activities, offering one extra-curricular activity, attend concerts, plays and other whole school events and to participate fully in the wider life of the school.
- To share supervisory duties at morning and lunch breaks, and at the end of the day on a rota basis.

Other Duties:

- Always promote safeguarding and the welfare of the children in the school's care, in accordance with the school's safeguarding policies.
- Ensure visitors and contractors are instructed in and follow safeguarding, child welfare and health and safety policies of the School.
- Uphold the ethos and values of St John's Beaumont School.
- Undertake additional training for the better performance of duties.
- Any other reasonable task as directed by the Headteacher.





Person Specification:

	Essential / Desirable
Knowledge	
<ul style="list-style-type: none"> To have thorough knowledge of the Music curriculum, with a particular focus on Early Years. 	E
<ul style="list-style-type: none"> To play the piano to a high standard and have accompaniment experience 	E
Experience	
<ul style="list-style-type: none"> Experience in working with Prep School age children 	E
<ul style="list-style-type: none"> Experience working or learning in Roman Catholic school or in an independent school 	D
<ul style="list-style-type: none"> Experience of teaching children with mild learning difficulties 	D
<ul style="list-style-type: none"> Experience of stretching highly performing pupils and encouraging them to aim still higher 	D
Skills & Personal Qualities	
<ul style="list-style-type: none"> To be confident, with excellent interpersonal skills and to be able to demonstrate a positive and authoritative rapport with pupils and to demonstrate patience and tact. 	E
<ul style="list-style-type: none"> To be committed to safeguarding all pupils and complete training in this area 	E
<ul style="list-style-type: none"> The ability to support the religious life of the School and to sympathise with the Jesuit ethos and practices 	E
<ul style="list-style-type: none"> To be imaginative and demonstrate flair for teaching 	E
<ul style="list-style-type: none"> To be an excellent communicator, orally and in writing, with pupils, parents and other staff 	E
<ul style="list-style-type: none"> Able to manage a busy schedule, prioritising tasks effectively 	E
<ul style="list-style-type: none"> To be flexible and adaptable 	E
Qualifications	
<ul style="list-style-type: none"> To be educated to a degree standard 	E
<ul style="list-style-type: none"> To hold QTS 	D
<ul style="list-style-type: none"> To have training that is relevant to the teaching of Music 	E
<ul style="list-style-type: none"> To have training related to the teaching of Early Years 	D





HOW TO APPLY

Please contact Miss Francesca Purdie in the Bursar's office bursarsoffice@sjb.email for an application form.

CLOSING DATE

Monday 13th May at 10.00am

We reserve the right to close the application deadline early and make an appointment before the closing date, and therefore early applications are encouraged.

