

# ST MARY'S SCHOOL ASCOT



## Job Description:

### Part Time Self Employed Violin Teacher

---

St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. **Title.** Self Employed Part Time Violin Teacher
2. **Location.** St Mary's School Ascot, St Mary's Road, Ascot, SL5 9JF.
3. **Background.** St Mary's School Ascot is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the heart of Berkshire. We are a friendly, stable and caring community, proud of our academic and sporting achievements and dedicated to bringing out the full potential of each of our 380 pupils. We are committed to full boarding, with spaces for a few day pupils living nearby. We offer a stimulating range of extra-curricular activities which take place in the evenings and throughout the weekend. For further details see the website: [www.st-marys-ascot.co.uk](http://www.st-marys-ascot.co.uk)
4. **Department.** The music department is staffed as follows:
  - Director of Music
  - Assistant Director of Music
  - Two music teachers
  - Departmental secretary (part time)
  - 21 visiting instrumental teachers
  - Access to reprographic staff

The department is housed in a large, attractive, purpose-built music school with separate offices for the Director of Music, full-time music staff, visiting instrumental teachers and secretary. In the music school we have:

24 general teaching/practice rooms, all with violins including the following:

A purpose-built percussion room;

6 large instrumental teaching/practice rooms, all with pianos;

7 fully equipped computer work stations running Sibelius 6, together with sophisticated live recording equipment including multi-tracking facilities;

The Champion Recital Room (seating capacity 100), which is equipped with a fine Bösendorfer grand piano;

One very large teaching room for junior and GCSE classes, furnished with electronic keyboards, drum kit etc;

A smaller teaching room for A level classes;

Several storage rooms for music and instruments.

The Rose Theatre, which was built in 2009, provides an additional performance arena. Concerts are also held in the Chapel.

5. **Appointment.** The appointment will start from January 2019 and the post is part time.

The following aspects are specific to this post:

- The post is self-employed
- Teachers bill parents directly
- Timetables are organised initially by the Director of Music, in consultation with teachers, and there is scope for flexibility

6. **Additional Duties:** Because this position is that of teaching in a school environment, the following means of communication are part of the overall expectation:

- writing of formal reports for new pupils in the first term and for all pupils at least once per year
- communicating with parents by letter, e-mail or telephone when necessary
- attending the music Department AGM, and the annual meeting with parents
- attending Child Protection training organised by the School
- communicating with the Director of Music whenever necessary

7. **Line Manager:** The line manager for the Teacher of Violin is the Director of Music

8. **Person Specification:** Candidates should possess the following essential skills:

- warmth, excellent communication and sharing of a passion for music
- excellent specialist instrumental knowledge; sound and versatile teaching with good communication, with the view to teaching across the age and ability range
- the ability to inspire pupils to work hard at their music
- the ability to prepare pupils for performances in concerts and examinations
- versatility and creativity in approach
- accurate record-keeping skills

9. **Teaching Days and Times**

Thirty lessons are offered each academic year. Lessons can be given from 8:50 a.m. until 9:05 p.m. Girls in Years 7 to 9 have their music lessons in class lesson time, with times organised on a rotation system. From Year 10 upwards, lessons are organised in girls' free time. Many of these lessons take place between 4:30 and 9:05pm.

Where girls let a teacher know in advance about a school activity that prevents them from attending their lesson at the scheduled time, teachers are expected to do their best to organise an alternative time.

10. **Fees**

The self-employed Violin teacher will be required to bill the parents of his/her pupils directly and in advance. The school sets these charges annually. 2019/2020 fees are set at £232 for 10 lessons of 30 minutes.

11. **A Catholic School**

Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be RC but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

12. **Applications.** A letter of application, completed application form and the names, addresses and telephone numbers of three referees (including the current or latest employer) should be sent to: Mrs Nicola MacRobbie (addressed to **Mrs Anita Rees, Director of Music**) by 21 November 2019. Interviews will take place at the school on 25 November 2019.