



## Job Description

<b>Job Title</b>	SMS Teacher – Singing Teacher
<b>Employment Status</b>	Permanent part-time
<b>Individual Lessons:</b>	£38.60 per hour of teaching, including holiday pay.
<b>Ensemble Teaching:</b>	This will be paid at the current teaching Scale KES 7 £46,585 pro rata (£51.76 per hour). The teaching rate is in recognition of your wider contribution to the School, including participation in occasional concerts and events.
<b>Overtime Payments:</b>	Other work undertaken at the request of the Director of Music will be paid at the hourly, pupil-lesson rate.

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to adhere to the School's Safeguarding Policies and Procedures.

### Reporting to

The Director of Music.

### Responsible for

Delivering outstanding one-to-one vocal tuition to Junior and Senior School pupils, supporting their preparation for performances, workshops, masterclasses, exams, auditions, and competitions. Reporting their progress both to the School and the pupils' parents and always maintaining efficient, professional and timely communications and administrative procedures.

### Main Responsibilities

1. Delivering high quality 30-minute lessons to pupils aged from 11 - 18 years on a weekly basis from total beginners to Grade 8, diploma levels and beyond as appropriate.
2. Tailoring learning to suit the standard, interests and requirements of the individual pupil whether through a formal grading system or otherwise.
3. Preparing pupils for school internal and external performances, masterclasses, competitions, or auditions as appropriate.
4. Preparing pupils for ABRSM live and online exams (Grade 1-8+) and other examining boards' syllabuses, such as Trinity and LCM.
5. Supporting and promoting Music as a subject and the wider Music Department's aims and objectives within King Edward's School
6. Advising, encouraging and recommending pupils to participate in relevant and appropriate extra-curricular opportunities, such as choirs and other vocal ensembles.
7. Participating in performances alongside pupils at concerts, church services, masterclasses, workshops and recitals as directed by the Director of Music
8. Communicating efficiently, professionally and courteously with parents, pupils and relevant staff using written, online and in-person formats directed by the School's policies.
9. Monitoring and recording attendance and reporting on progress using written and digital registers and to feedback to the Director of Music and Music Administrator as appropriate.
10. Completing written (on-line) reports for all pupils taught within given deadlines, and to attend parents/SMS meetings in person, or online, as directed by the School's policies. These are likely to be one of each of the above every year.
11. Offering advice to parents with regard to the purchasing of music or instruments.

12. Inspiring and encouraging a lifelong love of Music whether for professional or leisure purposes.
13. Ensuring that lesson timetables are kept up to date, carefully prepared in advance and are neatly presented in both written and online formats as directed by the Director of Music and Music Administrator.
14. Ensuring pupils record their next lesson times in their diaries.
15. Being aware of individual pupil requirements with regard to any specific Special Educational Needs or Disorders (SEND) or pastoral needs.
16. Checking and responding to KES emails on a regular basis, to keep abreast of school events, exams and calendar changes.
17. Building strong and positive relations with parents as well as pupils.
18. Contributing to the extra-curricular Music programme if required.
19. Attending a small number of team meetings through the year, as directed by the Director of Music.

The above list is not exhaustive but summarises the key roles to be performed and other duties may be required and directed by the Headmaster or one of his Deputies. A willingness to respond supportively to changing circumstances and/or the changing needs of the School is part of working in a school environment and is expected of the postholder.

### **Pension Scheme**

The School currently participates in two pension schemes – the Teachers' Pension Scheme (TPS) and a defined contribution scheme (The King Edward's School, Bath Group personal pension plan with Aviva). If you elect to join the defined contribution pension scheme, the salary detailed above will be increased by 5% from 1 September 2024. If you elect to join the TPS, your salary will be as detailed as above from 1 September 2024. Please note that, as of the 1<sup>st</sup> October 2024, the School will also adopt 'Phased Withdrawal' from the TPS and so if you choose to leave TPS on or after that date, you will not be able to re-join the TPS.

### **DBS Clearance**

All appointments are made subject to satisfactory DBS clearance. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

### **Safeguarding**

All staff are in a position of trust and have a duty to keep children and young people safe and to protect them from neglect and physical and emotional harm. This duty is in part exercised through the development of respectful caring and professional relationships between staff, children, and young people. Staff are expected to be familiar with the local child protection arrangements and understand their responsibilities in order to safeguard and protect children and young people.

Full details of this vacancy can be downloaded from the School's website [www.kesbath.com](http://www.kesbath.com) and completed application forms need to be sent to our HR Department via their email address [HR@kesbath.com](mailto:HR@kesbath.com). The closing date for this position is 8.30am on Thursday 9 May 2024, with interviews being held within a fortnight of the closing date.