



JOB DESCRIPTION	
JOB TITLE	Teacher of Music in the Preparatory School
DEPARTMENT/SECTION	Preparatory School
REPORTS TO	Head of Music of the Preparatory School
RESPONSIBLE FOR	Planning and delivering aspects of curricular and co-curricular Music in the Preparatory School. Responsible for creating, leading and managing the Year 3-4 instrumental programme
SAFEGUARDING: <i>Forest School is committed to safeguarding and promoting the welfare of children.</i> The postholder will be required to; <ul style="list-style-type: none">• Complete an Enhanced Disclosure and Barring Check (DBS).• Complete Child Protection Training. Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact	

JOB SUMMARY:

As a Teacher of Music in the Preparatory School, you will be joining a high-performing and ambitious music department under the Head of Music. You will contribute to an excellent Music programme to stretch and challenge our most able musicians while encouraging musical enjoyment for all. Highlights of the musical calendar include our annual carol service, annual choral outreach concert, house music competition and our annual choral evensong at St Paul's Cathedral, London. Many of our Year 6 pupils gain music scholarships to both Forest's senior school as well as other independent schools. We are looking for a team player to support the Head of Music to strengthen the instrumental side of our co-curricular provision as well as to contribute to the evolution of music at Forest Prep. You need to be a strong instrumental performer (a reed/brass player would be an advantage), a confident and imaginative teacher in the classroom, committed to the role, be able to demonstrate a clear ambition and enthusiasm for Music, and be willing to be fully involved in the life of the school.

The successful applicant also needs to have a love of Music of many different forms, a desire to encourage pupils to perform Music and to respond to it with enjoyment and understanding and motivation to work with pupils and young people. S/he will be recognised as an outstanding musician and teacher: dynamic and imaginative. S/he will be responsible for creating, leading and managing a key strand of our co-curricular provision – the Years 3 and 4 music instrumental programme. As well as one period of academic music per week, years 3 and 4 pupils have an hour per week of musical instrumental, where they study in small groups on the following instruments: violin, cello, double bass, trumpet, trombone, French horn, clarinet and flute. These sessions are delivered by Forest School's peripatetic music staff.

Essential skills include the direction, coaching and development of orchestras/bands and have some experience accompanying and working from the keyboard (competent keyboard skills are a minimum requirement). Excellent communication skills are essential, as is the ability to get on with a wide range of people, to take direction from and support the Head of Music as well as to support and encourage musicians of all abilities. Well-developed organisational and IT skills are expected, and an understanding that the work of a Teacher of Music in a Preparatory School is not limited to the hours of the school day.

KEY DUTIES AND RESPONSIBILITIES:

- Responsibility for aspects of curricular and co-curricular Music in the Preparatory School
- Lead and teach on the Years 3 and 4 instrumental programme
- In conjunction with the Head of Music, teach Music to Reception, Key Stage 1 and Key Stage 2
- Assist the Head of Music in creating and maintaining a vibrant and varied programme of co-curricular musical activities, bringing musical performance into the daily life of the school
- With the Head of Music, implement an ambitious vision for the future of Music in the school
- Aid in maintaining a high profile for Music throughout the Preparatory School
- Promote Forest Preparatory School Music outside of the School
- Have an overview of the development of each child's musical progression throughout their time at the school

Additionally, the successful applicant will:

- Organise and oversee the nature of the instrumental co-curricular offering including content, rehearsals, performance arrangements etc.
- Aid the Head of Music in organising a programme of concerts, performances and the provision of music for high-profile events such as the Harvest Festival, Carol Service, House Music Competitions, Outreach Choral Concert, Tea-Time, Summer Concerts and Prizegiving
- Lead hymn practice; building and rehearsing repertoire as required by the School
- Encourage music-making in the Pre-Prep through weekly 'Singing Together'
- Lead Music in assemblies
 - Ensure regular performance opportunities for pupils
 - Promote involvement in music-making through example

- Be part of the wider Music Department of Forest School
 - Encourage pupils and advise parents in the choice of instruments
 - Encourage suitable pupils towards Music Scholarship applications
 - Promote pupils entering internal as well as external competitions
- Be expected to undertake department administrative duties as directed by the Head of Music
- Make best use of existing facilities
- Such other comparable duties as the Head of the Preparatory School may require from time to time

TEACHER - GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupil's progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account the learning needs of LDD pupils.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.

Department

- Carry out any reasonable subject-related duties assigned to them by the Head of the Preparatory School.
- Attend meetings as requested by the Head of the Preparatory School.
- Be familiar with the contents of their Preparatory School Handbook and endeavour to follow closely the guidance provided in this document.

Other Professional Duties

- Be familiar with the School's health and safety guidance and be responsible for personal health and safety and that of the pupils.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.
- Support and foster the aims of the School.
- Be familiar with the contents of the Preparatory School Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of the Preparatory School or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Prizegiving, Inset sessions and similar important functions both in and out of normal School hours, and participate in the Open Days for prospective parents and pupils.

- Notify the Deputy Head of the Preparatory School as early as possible if absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of the Preparatory School.
- Take part in the Preparatory School's performance management scheme and appraisal

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the Head of the Preparatory School or his delegates.