

JOB DESCRIPTION

JOB TITLE	School Organist and Visiting Teacher of Piano and Organ
DEPARTMENT/SECTION	Music
REPORTS TO	Director of Music

JOB SUMMARY:

The School Organist and Visiting Teacher of Piano and Organ will play for Chapel services, accompany choral rehearsals, and teach individual organ and piano lessons to boys and girls across the age range of the School. There is currently two and a half days of teaching available with most current pupils being piano students. The successful candidate will be able to teach stimulating and challenging lessons that bring out the best in pupils at any stage of their musical development, from beginner level to the most advanced students who wish to pursue musical studies upon leaving Forest School. They will prepare their students to take performance exams with an appropriate awarding body and support them in their ensemble participation.

FOREST SCHOOL INFORMATION:

Forest School is situated on a beautiful site on the edge of Epping Forest in North East London with outstanding facilities and is an independent day school of 1,400 pupils. The School consists of a Preparatory School (boys and girls aged 4 – 11) and a Senior School (boys and girls aged 11 – 18) all on the same site. It is in membership of both the HMC and the IAPS.

Forest School pupils are drawn from a diverse range of social and ethnic backgrounds, reflecting the demographic compositions of central, north, and east London, and of the villages and towns of Essex and Hertfordshire. Some travel long distances each morning to reach the School. They are academically aspirational but unpretentious, understanding that success is the consequence of hard work rather than a guaranteed right. Admission to the School is highly competitive, and pupils are selected based on their performance in examinations and interviews. The provision of funding for bursaries and scholarships is generous, enabling the School to maintain a rich social diversity.

You are strongly encouraged to look at our website www.forest.org.uk where you will find a full introduction to the School.

THE MUSIC DEPARTMENT:

The department consists of the Director of Music, three classroom teachers, a music administrator, and around 40 visiting music teachers. The Music Department enjoys a central location within the campus and is housed in two linked buildings. There are 12 instrumental teaching/practice rooms, one large classroom, two smaller classrooms equipped with Mac computers, one other dedicated computer teaching room, and a rehearsal space which can also be used as a recital venue. All instrumental teaching rooms are equipped with high quality Yamaha upright pianos; there is a Yamaha C3 grand piano in the Recital Room and a Steinway Model D grand piano in the Dining Hall. The Chapel is immediately next door to the department and houses a two-manual tracker action organ. There is also a two-manual Content D2600 electronic organ in the Music Department. The Department has a large stock

of good quality orchestral instruments available for rental to pupils. Music is taught as a compulsory subject to all Year 7 and Year 8 pupils; it is then an optional subject from Year 9 onward.

There is a huge amount of high quality extra-curricular music at Forest and this is well supported by the Warden and the Bursar; all Year 7 pupils are given the opportunity to have free instrumental lessons for one year on a selection of orchestral instruments; both classroom teachers and members of the visiting music staff run ensembles, which include Brass, Woodwind and String groups at junior, intermediate and senior level, Soul Bands, Junior Chapel Choir, Senior Chapel Choir, Close Harmony Group, Wind Band, Symphony Orchestra, Chamber Orchestra, Contemporary Music Ensemble, and a Big Band. Our Visiting Composer gives individual tuition to our most talented young composers, and there is a regular Theory Club. There is a busy schedule of concerts and recitals throughout the year including at external venues such as Chelmsford Cathedral, Snaresbrook Crown Court, St. John's Smith Square, and St. James' Piccadilly. The Chapel Choirs sing occasional morning services in Chapel, occasional evensongs including at cathedrals (Southwark, St. Paul's, Rochester) and Oxbridge colleges, Remembrance Day, Commemoration Day and Christmas Carol Services. There have been recent music tours to Zakopane and Krakow in Poland, and the Veneto region of northern Italy.

Many pupils are members of the Junior Departments of the London conservatoires and play or sing in ensembles such as the London Schools Symphony Orchestra, the National Youth Music Theatre Orchestra, the National Youth Wind Orchestra, and the National Children's Choir. Many pupils go on to study Music at a conservatoire or university and win Choral Scholarships to Oxbridge. In the recent years, pupils have gone on to study music at the Royal College of Music, Royal Academy of Music, the Royal Northern College of Music, Birmingham Conservatoire, The Royal Conservatoire of Scotland, Trinity Laban Conservatoire, Cambridge University, Birmingham University, Manchester University, and York University.

CHAPEL SERVICES AND CHORAL MUSIC AT FOREST:

The School is a Christian foundation and Chapel Services follow the practice of the Church of England. The Chapel of St. John the Baptist lies at the heart of the campus; it comfortably seats over 300. The organ is a two-manual tracker action (Great and Positive) installed in the late 1990's. All pupils attend Chapel every week and the rota of morning services is as follows:

Monday 8.40am – 8.55am – Lower School Chapel
Tuesday 8.40am – 8.55am – Middle School Chapel
Wednesday 8.40am – 8.55am – Sixth Form Chapel
Thursday 8.40am – 8.55am – Prep School Chapel
Friday – no Chapel service

Currently, the School Organist plays for the Monday to Wednesday weekly services.

The Senior Chapel Choir is a full SATB choir of around 40 pupils directed by the Director of Music, and the Junior Choir a group of Year 5 to Year 8 pupils run jointly between Senior and Prep School music staff. Both Chapel Choirs are by audition/invite only and there is generous support from the department to provide vocal coaching for these pupils and pupils are given small group coaching sessions or individual singing lessons with visiting singing teachers.

The Senior Chapel Choir sing evensong every term, the Junior Choir in Michaelmas and Trinity terms only. Additional services are sung throughout the year including Remembrance Day, Harvest Festival, Christmas Carol Services, Reunion Service and Commemoration Day. These are generally Sunday services – Commemoration is on a Saturday in June. The choir also sing an annual Carol Service at Snaresbrook Crown Court, usually on the final Monday evening of Michaelmas Term. The choirs also perform at termly concerts.

The Senior Chapel Choir rehearse every Monday from 4pm – 5.30pm and the School Organist accompanies this rehearsal. Examples of typical and recent repertoire covered by the Senior Chapel Choir includes: Walmisley in D minor; Noble in B minor; Stanford in C; And I Saw a New Heaven (Bainton); O Thou the Central Orb (Wood);

Teach Me, O Lord (Byrd); Locus Iste (Bruckner); My Lord has Come (Will Todd). Larger choral works have included: Mozart *Requiem*, Vivaldi *Gloria*, Haydn *Nelson Mass*, Bach *Magnificat*.

The Forest School Choral Society is currently unable to meet due to the pandemic but ordinarily would rehearse every Monday evening from 7pm – 9pm. The rehearsals are directed by the Director of Music and the current post holder accompanies this rehearsal. The Choral Society sings three times per year at each end of term concert, usually joining forces with the Senior Chapel Choir.

TEACHER - GENERIC DUTIES AND RESPONSIBILITIES:

Below sets out the generic main duties and responsibilities of any teacher at Forest School which also apply to Visiting Teachers. 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.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subject to inspire pupils.
- Encourage pupils and show enthusiasm for their subject.
- 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, particularly taking into account the learning needs of SEN pupils.
- Undertake report writing and the award of internal grades as required.

Department

- Carry out any reasonable subject-related duties assigned to them by their Head of Department.
- Make themselves familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

Pastoral

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their 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.

Other Professional Duties

- Support and foster the aims of the School.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Notify their Head of Department and the Deputy Warden as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Deputy Warden.

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

SPECIFIC DUTIES AND RESPONSIBILITIES – SCHOOL ORGANIST AND VISITING TEACHER OF PIANO AND ORGAN:

- Play the organ for:
 - Chapel services on Monday to Wednesday mornings during term time.
 - Extra services such as but not limited to, beginning and end of term services, Harvest Festival, Remembrance Sunday, School Carol Services, Commemoration Day, Reunion Services, Easter Services (in term time), occasional evensongs.
 - Senior Chapel Choir rehearsals (Monday 4pm – 5.30pm)
 - Forest School Choral Society rehearsals (Monday 7pm -9pm)
- Take sectional choir rehearsals at times as required by the Director of Music.
- Play the piano to accompany Musical Theatre activity sessions.
- Teach Organ and Piano to a variety of pupils at KS2, KS3, KS4 and KS5.
- Provide timely and useful feedback to pupils and parents using the Practice Diary.
- Complete a written report for every student once per year in accordance with School and Department policy.

REMUNERATION:

The salary for organist and accompanying duties is £15,537 per annum.

Payment for piano and organ pupils is additional to this. The current rates for individual instrumental lessons are:

10 x 40-minute lessons	£266.67 /term
10 x 20-minute lessons	£140.68 /term

Additional work with school ensembles that is not covered within the job description e.g. additional accompanying of extra choir rehearsals, is paid at £41.16 per hour.

The appointment is subject to satisfactory completion of a medical questionnaire and an enhanced disclosure check by the Disclosure and Barring Service. The post-holder will report to the Director of Music.

SAFEGUARDING:

The post holder will be required to;

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young person's they are responsible for or come into contact with.

FOREST SCHOOL'S POLICY AND PROCEDURE

The post holder is required to actively follow and abide by all Forest 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 post holder.

The post holder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.