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An independent 0 – 18 girls' day and boarding school in Eastbourne



### *The post of Peripatetic Instrumental or Singing Teacher (Part-time – Term time)*

Roedean Moira House is a member of the Roedean Group of Schools, a small group of schools dedicated to Roedean's vision of high-quality education. It is a leading independent day and boarding school in a magnificent location in the coastal town of Eastbourne, nestling in the leafy suburb of Meads, with views over the sea.

Roedean Moira House provides an excellent all-round education to around 300 girls from Nursery to Sixth Form, ensuring every student has the opportunity to attain her highest academic, artistic, musical, social and sporting potential.

Roedean Moira House's educational model is to offer a genuinely holistic and academic education which enables pupils to enjoy their education, develop their own interests, and discover their academic passions and we are committed to academic excellence, high-quality pastoral support, and an exceptional range of opportunities beyond the curriculum, all within a friendly and supportive atmosphere.

## ***The Role***

### Reporting to the Head of Music

To support The Head of Music in delivering the highest level of instrumental tuition to pupils in the Senior and Junior Schools.

## ***Job Description***

- To support the aims of the School and promote high levels of achievement
- To follow and adhere to the Schools' policies, procedures and operational guidelines at all times
- To develop musical and technical skills at a level appropriate to the age and ability of the pupils
- To monitor and record the progress of pupils and to liaise with the Director of Music regularly
- To use and keep up-to-date practice diaries, pupil profiles, pupil reports, record keeping files/folders and exam entry forms
- To plan and use a range of suitable materials to meet the learning needs of pupils
- To produce and use written short-term lesson plans as required
- To actively encourage children to take advantage of the performance opportunities in school and the local and wider communities
- To prepare pupils for examinations where appropriate and to provide support and guidance to parents and pupils
- To keep abreast of new ideas, teaching materials and methods
- Be involved in the organisation, planning and delivery of assemblies, performances and functions as required
- To attend an annual music staff meeting and to monitor emails and maintain good communication with the Head of Music
- Contribute to the effective partnership with parents, the local community, other schools and outside agencies to support and improve pupils' achievement
- To work and contribute to the stated aims of the Music Department
- To be responsible for safeguarding and promoting the welfare of children and young people
- Contributing to the creation of a positive school ethos, in which every individual is treated with dignity and respect.

## **General**

- Ensure that all preparations are made to start the beginning of each term effectively
- preserve and foster the good name of the school in all dealings with the wider community and general public
- Undertake such other duties and responsibilities of an equivalent nature, as may be determined and negotiated by the Principal from time to time
- Contribute to meetings, discussions and management systems necessary to coordinate the work of the school as a whole
- Promote equal opportunities and seek to implement the schools equal opportunities policy
- By working closely with all staff and Health and Safety Managers follow Health and Safety policies and practices, including the contribution to School and Trip Risk Assessments

### ***Package***

**Salary:** Music 30 Minutes Lesson – Individual - £15

Other benefits include:

- Teachers' Pension Scheme after 3 months service
- Statutory Sick Pay
- Statutory Holiday (pro rata) paid termly
- Remission of fees for a daughter attending the school, in line with the current policy of the governing body, subject to the usual standards and procedures for admission
- Free school meals whilst on duty

### ***Safeguarding***

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Principal and relevant agencies.

Roedean Moira House is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to a prohibition order check, an enhanced DBS check and a safeguarding interview.

### ***Appointment details and how to apply***

Applicants must complete an application form and return it to [recruitment@roedeanmoirahouse.co.uk](mailto:recruitment@roedeanmoirahouse.co.uk) or via post to Claire Mansel, School Office & HR Administrator, Roedean Moira House, Upper Carlisle Road, Eastbourne, BN20 7TE.

The deadline for applications is Friday 23 August 2019

Due to the need to appoint quickly, we reserve the right to interview at any stage of the process