

Alton School Recruitment Pack

Teacher of Music
KS1 to KS2
Part Time (0.4 FTE)
September 2024



ALTON
SCHOOL



Alton is an excellent independent School in Hampshire educating pupils from 6 months to 18 years. The School attracts bright, talented pupils, not just those who are academically gifted, but those who have something to offer and will make the most of the opportunities we provide.

“The minute you step foot in Alton School you feel the sense of family, care and community.”

Alton is an all-through School with a clear academic offer, one that recognises global demands, one that encourages ambition and one that is holistic and prepares our young for the world that they will inhabit.

We are a school that celebrates progress, that is truly rigorous, purposeful and that aims to always achieve the highest educational standards. At the centre of this one school community approach is a continuous educational and pastoral journey which is planned strategically for each student

Our guiding principles, drawn from the Constitutions of our founders, the Sisters of Our Lady of Providence, recognise that excellence is not just about outstanding academic results. We believe in a broad, liberal education which nurtures mind, body and soul.

Applications

Please email your application to Amanda Comfort, Human Resources Advisor; recruitment@altonschool.co.uk by close of business on Wednesday 8 May 2024. It is anticipated that interviews will take place w/c 13 May 2024.

Please include:

- the completed application form
- the completed Equal Opportunities Monitoring Form
- a CV – this is optional but may be included if you wish to complement the above

All applications will be acknowledged. The School reserves the right to interview and appoint before the closing date.

Benefits

- The school currently offers a fee remission of 50% reduction for children of members of staff
- Defined contribution pension with the Royal London
- On-site parking
- Employee Assistance Programme
- Perkbox - all in one employee rewards and benefits platform
- Complimentary lunches



Job Description

Reports to:	Director of Prep via Director of Music
Part Time/Full Time:	Part time (0.4 FTE)
Salary:	Alton School Salary Scale
Summary:	Teacher of Music KS1 to KS2

Responsibilities and Duties:

- Plan, prepare and broadly teach the National Curriculum in line with statutory requirements and the school's schemes of work, ensuring teaching of the highest standards and that the pupils experience a creative, challenging and irresistible curriculum
- To lead the provision of Music in the Prep School, working with the Director of Music and Director of Prep School
- Ensure the individual needs of the pupils are met through differentiated work, allowing for the highest standards to be achieved by all
- Take account of pupils' prior levels of attainment and progress and use them to set future targets
- Work with school leaders to track the progress of individual pupil's and intervene where pupils are not making progress
- Keep appropriate and efficient records, integrating formative and summative assessment into planning
- Assess pupils' work, using the school's Marking Policy to inform planning and set targets that promote continuity and progression
- Create a stimulating, organised, interactive and informative learning environment that encourages each pupil to achieve to the highest standards
- Make effective use of IT to enhance learning and teaching of music
- Communicate and consult with parents/carers and with outside agencies, as required, about pupils' progress and attainment
- Attend Parents' Evenings and meetings as required and keep parents/carers informed about their child's performance, attendance, achievements, behaviour and future targets including through written reports
- To participate fully in the wider life of the Music Department, and provide inspirational musical opportunities to pupil of all ages and abilities
- To rehearse and direct ensembles (including choirs) in Prep and Middle school
- Accompany for concerts and rehearsals, including playing the piano
- To liaise with other members of the Prep/Middle school staff
- To attend staff meetings and other meetings as required
- To attend INSET meetings and courses as required
- To work as part of a team



- To display commitment to the protection and safeguarding of children and young people
- To uphold the ethos of the school
- Ability to meet individual needs of pupils
- Adhere to professional teaching standards

Pastoral:

- Maintain the positive ethos and core values of the school, both inside and outside the classroom
- Contribute to establishing a supportive and caring environment for all pupils
- Foster each child's self-image and self-esteem and establish positive and professional relationships which are based on mutual respect
- Safeguard pupils, including their health and safety, on school premises and when on school activities elsewhere
- Maintain good order and discipline, by modelling behaviour and following the school's behaviour policies and procedures that encourage a sense of responsibility and consideration for others
- Command high standards of behaviour and conduct at all times and support the school in its application of related policies

Other Duties:

- To adhere to school procedures outlined in the Staff Handbook and Policy documentation

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by Headmaster in support of the aims of the School. Job Descriptions are subject to annual review

April 2024



Person Specification

Qualifications and Experience	Essential	Desirable
Qualified Teacher status		✓
Honours degree in Music or related subject		✓
Proven experience teaching Music at KS1 to KS2	✓	
Strong keyboard and/or Piano experience	✓	
An understanding how to motivate learning and an ability to communicate a passion for Music to Pupils	✓	
Effective communicator with pupils', staff and parents	✓	
An effective team player, working collaboratively with colleagues	✓	
Commitment to Extra-Curricular, leading clubs or other voluntary activities	✓	
Well-developed planning & organising skills including time management, delegation and administration	✓	
Good sense of humour	✓	
Evidence of outstanding teaching	✓	

Alton School is committed to safeguarding and promoting the welfare of children. Applicants undergo enhanced child protection screening relevant to the post, including checks with past employers and the DBS. KCSIE online checks in line with the latest KCSIE guidance, Alton School will conduct a search of online records that are publicly available on shortlisted candidates. These checks are used only to meet the intended purpose of the KCSIE's recommendation in relations to whether an applicant is suitable to work with children and young people. All data will be held in line with data protection regulations.

Contact us

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