

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## JUNIOR TRINITY HOURLY PAID TEACHING STAFF DISTANCE LEARNING A LEVEL MUSIC TEACHER

PERMANENT, PART TIME, HOURLY PAID

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## JUNIOR TRINITY SATURDAY DEPARTMENT FOR 3 – 19 YEAR OLDS DISTANCE LEARNING A LEVEL MUSIC TEACHER

**Contract: Permanent, part time**

**Salary: Junior Trinity Hourly Paid Rates**

Trinity Laban Conservatoire of Music and Dance is a forward thinking, contemporary and world-class Higher Education Institution with a vision to redefine the conservatoire for the 21<sup>st</sup> century. At the leading edge of music and dance training, it provides specialist education of the highest quality, which reflects the increasingly collaborative world of artistic practice and supports the lifelong career development of students and professional performing artists.

We were the first Junior Department of a UK Conservatoire to open its doors to school children on Saturdays in 1906. Since then, thousands of young people have benefited from the opportunities to make music as individuals and in a wide variety of small and large ensembles. From 3-year-olds through to university and conservatoire entrance, our aim is to encourage a lifelong passion for music and to give our students the opportunities to develop to their maximum potential. We invite applications for the post available, to join our vibrant and thriving department in the stunning location of King Charles Court at the Old Royal Naval College, Greenwich.

Successful candidates will be responsible for teaching small groups of A Level music students via Skype for Business, or other viable Virtual Learning Environment, at mutually convenient times during the week. Teaching can be done from home, from schools (with permission of the school Head Teacher and Trinity Laban's Head of Children and Young People's Programmes) or from Trinity Laban in King Charles Court, Old Royal Naval College. Our Distance Learning A Level Music students are predominantly under 18s although we also have a number of mature students studying on the course.

We expect to be able to offer a minimum of 3 hours teaching per week, with 1 hour per week for preparation and marking, for 30 weeks per year. Some posts involve up to 8 hours teaching per week, depending on student numbers, scheduling and timetable considerations for the academic year 2020/21.

\*All Trinity Laban hourly rates of pay are based on role evaluation and are inclusive of holiday pay. Hours of work will be dependent on the needs of the Conservatoire and student numbers.

**Please note:** These posts involve working with children and young people therefore all appointments will be subject to an enhanced Disclosure & Barring Service check.

As an equal opportunities employer we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender identity and expression, religion or belief, marital status, or pregnancy and maternity.

If you think this might be just the job for you, please register an account with our eRecruitment system (or login if you have an account) and complete an online application form using the following link <https://jobs.trinitylaban.ac.uk/>

**Closing Date: Tuesday 11 August 2020, at 23:59 hours BST (No Agencies)**

**Interview Date: Friday 21 August 2020**

For any queries about this position that are not covered in the job pack, please email [staffrecruitment@trinitylaban.ac.uk](mailto:staffrecruitment@trinitylaban.ac.uk) or contact Thea Lillis, People Services and Resourcing Officer (Maternity Cover) on 0208 305 4382.

*All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London.*

*Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and*

Wales Company No. 51090. Registered Charity No. 309998.

## JOB DESCRIPTION

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<b>Post:</b>	Distance Learning A Level Music Teacher
<b>Department:</b>	Junior Trinity
<b>Responsible to:</b>	Head of Children and Young People's Programmes
<b>Reporting to:</b>	GCSE and A Level Programme Manager
<b>Contract:</b>	Permanent, Part Time, Junior Trinity Hourly Paid Rates

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## OBJECTIVE

To be responsible to the Head of Children and Young People's Programmes (Music) for the successful musical education of students, in accordance with the requirements of the Junior Trinity curriculum and Pearson Edexcel A Level specification.

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## MAIN DUTIES

### Teaching and Learning

- To develop and to disseminate examples of good practice in teaching, learning and assessment.
- To ensure that personal skills and knowledge are maintained in such a way as to be relevant to the students' needs and the specification outcomes and content.
- To give all students clear information about the relationships between achievement, progress and assessment and to ensure that they are aware of the requirements of the current curriculum and any examination specifications, where relevant.
- To keep detailed and up-to-date records on student progress and attendance.
- To contribute to procedures for regular appraisal to ensure the effectiveness of teaching, learning and assessment strategies.
- To prepare appropriate and effective lessons to support the delivery of any Junior Trinity curriculum.
- To deliver small group tuition via a web based virtual learning environment to students on the Junior Trinity Distance Learning A Level course.

### Student Development and Support

- To foster systems and methods which ensure that students are empowered to take personal control of their own development, by providing opportunities for the exercise of choice, decision

making and responsibility within a supportive environment, in order to promote the development of autonomous learning.

- To advise the Head of Children and Young People's Programmes (Music), and the GCSE and A Level Programme Manager of any student whose work, or attendance, gives cause for concern.
- To offer students educational guidance on the assumption of equality of opportunity for all students.

### **Student Assessment**

- To implement assessment criteria and procedures for the curriculum, as required by the Head of Children and Young People's Programmes (Music) and Pearson Edexcel.
- To supply marks and reports to the GCSE and A Level Programme Manager, as and when required.
- To cooperate fully with the requirements of any board of examiners and/or assessment panel.

### **GENERAL**

- To contribute to the preparation of publicity material, as requested.
- To contribute to the preparation of entrance/interview tests or assessments as required.
- To contribute to the processes of interviewing A Level applicants, as required.
- To provide information for timetabling, as required.
- To attend any meetings, staff development activities or conferences related to the duties described above, as agreed with the Head of Children and Young People's Programmes (Music).
- To keep under review the provision of human and physical resources used and to advise of any modifications that may be required.
- To ensure that personal leave is taken at times which do not conflict with the efficient discharge of the above duties.
- To be familiar with all the Conservatoire's rules, regulations and procedures.
- To be familiar with current Safeguarding legislation relating to children and young people.
- To undertake such other related duties as the Head of Children and Young People's Programmes (Music) may reasonably require.

### **THE POST HOLDER MUST**

- At all times be committed to Trinity Laban's Equality and Diversity Policy.
- Adhere to all policies and procedures relating to Health and Safety in the workplace.
- Promote the profile and image of the Department and the Conservatoire wherever possible.
- Apply for or be in possession of an enhanced Disclosure & Barring Service check that shows you are not on the barred list of individuals who are not permitted to work with children.

## CONSERVATOIRE VALUES:

- All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at:  
<https://www.trinitylaban.ac.uk/about-us/governance/our-vision>

**Trinity Laban has a no smoking policy on its premises.**

*The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.*

## DISTANCE LEARNING A LEVEL MUSIC TEACHER PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
<b>Education/ Qualifications</b>	An honours degree or equivalent	Desirable	Application
	Relevant academic music and teaching qualifications	Essential	Application
<b>Experience</b>	Experience of working with children and young people in an education setting	Essential	App/Interview
	Experience of delivering A Level music in the classroom	Essential	App/Interview
	Experience of Pearson Edexcel board specification	Desirable	App/interview
<b>Knowledge or Understanding</b>	Knowledge of the education sector particularly in the field of music education at secondary level	Essential	App/Interview
	Knowledge of safeguarding issues relating to young people	Essential	Interview
<b>Skills and Abilities</b>	Excellent oral communication skills	Essential	Interview
	Lesson planning and organisation skills	Essential	Interview
	Ability to respond empathetically, calmly and diplomatically in challenging situations	Desirable	Interview
	Ability to deliver group tuition via a Virtual Learning Environment	Desirable	App/interview
<b>Personal Qualities</b>	Demonstrable awareness of, and sensitivity to students' needs and aspirations	Essential	Interview
	A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	Essential	Interview
	Ability to work on own initiative and as part of a team	Essential	Interview
	Commitment to ongoing learning and professional development	Desirable	Interview
<b>Special Working Requirements</b>	Saturday work on an occasional basis (e.g. two times in the year)	Essential	Interview
	An enhanced Disclosure & Barring check will be required to show that you are not on the barred list of working with children	Essential	Interview

***Applicants must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.***

## CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

<b>Contract:</b>	Permanent, hourly-paid subject to a 6 month probationary period.
<b>Location:</b>	You will be based at the Faculty of Music, King Charles Court, Old Royal collage but may also be required to work at the Faculty of Dance, Laban building, Creekside.
<b>Salary:</b>	Hourly paid, £41.60 per hour.
<b>Sick Pay:</b>	Trinity Laban operates the Statutory Sick Pay Scheme.
<b>Pension Scheme:</b>	The successful candidates will be auto-enrolled in to The Teachers' Pension. Employee contributions are dependent on their monthly salary. The Conservatoire currently pays the Employers contribution at the rate of 16.48% of pensionable salary.
<b>Staff Development:</b>	A range of Staff Development opportunities are available.
<b>Library:</b>	The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
<b>Car Parking:</b>	A limited number of parking spaces are available at the Laban Building, subject to availability.
<b>Cafeteria:</b>	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
<b>Events:</b>	There is a wide range of music and dance performances each week, many of which are free to members of staff.
<b>Classes:</b>	Reduced rates access to most Adult & Children's Classes.
<b>Eye Care:</b>	Vouchers for eye tests are available for VDU users.
<b>Health:</b>	Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.

## INFORMATION ON TRINITY LABAN CONSERVATOIRE OF MUSIC AND DANCE

Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.

We have a reputation for innovation and forward-thinking, and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms, and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.

We work together in a number of outstanding locations, including the 17<sup>th</sup>-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London, and regularly perform at its leading venues.

To find out more, visit [trinitylaban.ac.uk](http://trinitylaban.ac.uk)