Job Description – Pre-Prep and Prep Music Teacher

Overall Purpose

To deliver an inspiring, inclusive, and contemporary music curriculum throughout the Prep and Upper Prep departments, fostering musical growth, technological proficiency, and creative expression across all age groups.

Reporting to: Director of Music and Deputy Head

Location: Barrow Hills School

Direct reports: None

Duration: Part Time, Fixed-term to July 2027

Hours of work: Two days (0.4 FTE)

Mission Statement, aims and ethos

Barrow Hills is a co-ed 2-13 years prep school, offering academic success within a balanced and generous education. We have a strong ethos built on our values of compassion, curiosity and connection, and we are proud to be widely recognised as a welcoming community with a warm, family atmosphere.

Our outcomes speak for themselves, with "very successful students within the formal curriculum and beyond". The child's own journey towards this accomplishment is vital, with "pupils' social development of the highest quality" (Inspectorate 2022). These courteous, sociable and responsible children are at the heart of all that we do; we pride ourselves in valuing every child with skilled educators and individual attention. It's a very warm community, aspirational but values-driven and grounded.

Our Barrow Hills family also has the unique advantage of governance by the Bridewell Royal Hospital Foundation and close affiliation with our partner school, Kings Edward's Witley. We benefit from

centuries of charitable history, links to the City of London and the generous, shared resource an independent senior school provides.

General Duties

The education and welfare of children in accordance with the DfE's Teachers' Standards, the conditions stated in any relevant independent schools' specifications (e.g. Common Entrance and Scholarships), the School's aims, objectives and schemes of work and the policies of the Governing Body.

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 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 or children in the school s/he must report any concerns to one of the School's Designated Safeguarding Leads. For EYFS Year 1 and Year 2, this is the Head of Pre-Prep. For Years 3 - 6t this is the Head of Prep and Year 7 and 8 is the Head of Upper Prep. Alternatively, this can be the Head.

This description is in addition to the Teacher's Job Description.

Specific Responsibilities

- To teach dynamic music lessons across Prep and Upper-Prep, integrating both traditional music skills and modern music technology.
- To direct, rehearse, accompany, and conduct a diverse range of pupil ensembles and choir performances across formal and informal school events.
- To collaborate closely with the Drama Department and wider school community to produce integrated performing arts productions and community outreach events.

Main Duties

The teacher will carry out such particular duties as the Head or Director of Music may reasonably direct from time to time and will, in addition, have the following responsibilities:

- To plan and deliver engaging, differentiated music lessons from Prep through to Upper-Prep, tailored to diverse learning needs and musical backgrounds.
- To make assessments and write reports.
- To play in assemblies/chapel as required.
- To prepare, rehearse, accompany and conduct children performing in carol services, concerts and productions.

- To co-lead musical productions alongside the Head of Drama and Head of Pre-Prep, fostering cross-curricular performing arts projects and school-wide showcases.
- To rehearse, accompany and conduct the choir/choirs.
- To encourage and promote individual instrumentalists and singers.
- To incorporate music technology tools, including on iPads and PCsusing software including Garageband and notation software to support composition, music theory, and creative music-making.

Other

- To participate in relevant staff meetings and INSET.
- To know, understand and apply the School's policy on Safeguarding Children/Child Protection Policy, including EYFS, and to ensure compliance for all areas of responsibility.
- To support the spiritual life and ethos of the School.

In addition to the duties and responsibilities listed above, the job holder is required to perform other duties assigned by the Head or Director of Music, from time-to-time, as consistent with the operation of a fee-charging independent school.

Person Specification

Essential

- Skilled and enthusiastic teacher.
- Proficient keyboard and accompaniment skills.
- Working knowledge of music technology, (e.g., GarageBand, Logic) and music notation software (e.g., Sibelius).
- Proven experience in leading, rehearsing, and conducting choral and instrumental ensembles across varied musical styles.
- Excellent communicator.
- Self-motivated.
- Excellent organisational skills.
- An appreciation and dedication to the importance of the safeguarding agenda.
- Enthusiasm for the sympathy with an educational environment and the aims of Barrow Hills in particular.
- Willing to engage with the broader goals of the Bridewell Foundation across both schools.

Teacher's Job Description

Specific Responsibilities

- To know and understand the School's policy on Safeguarding/Child Protection and accompanying Statement.
- To teach as required within the School's timetable.
- To provide a curriculum which meets the needs of each child in the class.
- To organise the effective use of other staff in the class, e.g. support assistant; to monitor their workload and plan their jobs on a daily and weekly basis, informing them of their jobs prior to the start of the week.
- To liaise with the Head of Learning Support & Extension and other relevant support specialists to differentiate work for children as appropriate.
- To be responsible, together with other year group or subject specialist staff, for effective daily, weekly and termly planning.
- To monitor and evaluate the progress of each child by appropriate types of assessment.
- To maintain accurate, relevant and up to date records on each child's progress.
- To provide written reports for parents at regular intervals as directed by the Head.
- To organise the resources available for class usage to enhance the learning experience.
- To accept responsibility for 'playground duty', 'lunch duty', 'after school duty', 'wet weather policy' and 'lesson cover' for absent colleagues as directed by members of the SMT.
- Ensure that the classroom environment is inspiring with appropriate wall displays, including pupils' work, which are replaced on a regular basis.
- Implement curriculum change in line with whole school policy.
- Liaise with colleagues as appropriate on any matter which is pertinent to the effective management and administration of the school.
- Attend Parent Consultation Meetings, Extended Staff Meetings and other relevant meetings after school as directed by the Head.
- Liaise with parents on a regular basis to ensure that they are kept informed about the progress of their child.
- Inform and advise the Deputy Head, Head of Prep, the Head or any other member of the SMT of any serious incident or difficulty which merits urgent attention.
- Support the spiritual life of the School, which includes preparing the children for School Assembly and providing supervision in other services.
- Participate in the school's extra-curricular programme e.g. games, clubs, activities and visits, including residential trips.
- Participate in the School's appraisal system and attend INSET provided by the School.
- Attend the two annual Saturday events held by the School. Currently, these are the Open Classroom and BHPA back to School Barbecue on the first Saturday of the Autumn Term and the Family Fun Day held in the middle of May.
- Attend the Music Department AGM each September.

PERSON SPECIFICATION for Teacher JD

Essential

- Qualified Teacher Status.
- Have knowledge and understanding of safeguarding policy and practice.
- Have the ability to differentiate teaching and learning.
- Have knowledge of age-appropriate assessments and curriculum.
- Be a flexible and adaptable team player able to work effectively as part of a team.
- Be an effective communicator both verbally and in writing who is approachable, positive and willing to learn from others.
- Have the ability to effectively manage own workload.
- Have the ability to make learning irresistible so that children want to progress.
- Have an inspirational and creative approach to teaching and learning that accounts for different learning styles.
- Have excellent behaviour management skills and have the ability to employ a range of approaches.
- Have sound ICT knowledge and skills and the ability to effectively use ICT to enhance teaching and learning.
- Have the ability to demonstrate a commitment to equal opportunities and the use of a variety of strategies to promote inclusion.

Desirable

- Paediatric First Aid certificate, training will be provided if certificate not held.
- Knowledge of Google Workspace for Education and digital learning tools.
- Experience arranging music for varied skill levels or pupil ensembles.

The above is not intended to be an exclusive list of tasks and other duties may be expected as reasonably determined.

This job description will be reviewed as appropriate in consultation with the post holder.

Signed by (post holder) ---------- Date ----------

Signed by (manager) ---------- Date ----------