



Nexus Education Schools Trust

Recruitment Pack



Music Teacher at Highfield Infants' and Junior Schools

Music Teacher

We are looking for a dynamic and enthusiastic music teacher to continue to promote a love of music for all children at the Highfield Schools and further enhance our provision.

We are looking for an excellent practitioner who will teach music across our 3 form entry Infants' and Junior Schools and run a variety of musical extra-curricular activities.

Salary	Commensurate with experience from Point 1 - £29,915 to Point 6 - £41,136 NQTs are welcome to apply. Unqualified Teachers are welcome to apply (Point 1 - £21,582 to Point 6 - £32,151)
Location	Highfield Infants' and Junior Schools South Hill Road Bromley Kent BR2 0RL Tel: 020 8460 2597
Hours	Part-time, minimum 18 hours, flexibility for the right candidate
Start Date	1st September 2021
Closing Date for Applications	Thursday 6 th May 2021 (Midday) Applications should be sent to Jo Jackson, School Business Manager, at recruitment@highfield-jun.bromley.sch.uk or deliver directly to the school marked Music Teacher Application
Interviews	w/c Monday 10 th May 2021

An exciting opportunity has arisen to join our dynamic and successful teaching team.

We are seeking a music teacher who:

- Has in-depth understanding of excellent teaching
- Is reflective and keen to develop their practice
- Is enthusiastic and highly motivated
- Is committed to teamwork
- Believes in developing the whole child
- Is keen to use CPD to move their practice forward

The successful candidate will:

- Be degree educated
- Have relevant primary experience
- Be self-motivated and an excellent communicator
- Be ready to continue learning

We can offer:

- Positive schools that are open to new ideas and keen to develop further
- Happy, friendly and motivated children
- Inclusive schools where achievement is celebrated
- Supportive staff, parents and governors
- A commitment to staff development
- Opportunities to work closely alongside other schools in the Trust
- Appropriate resources, environment and support
- Opportunities for continuing professional development
- Strong school partnerships within NEST

Highfield Infants' and Junior Schools are three form entry schools in the heart of Shortlands. We focus on the development of the whole child. We work to ensure that every child meets their potential through our core values which underpin teaching and learning; **Respect, Creativity, Inclusivity, Responsibility, Determination and Confidence.**

Highfield Infants' and Junior Schools are members of Nexus Education Schools Trust, a charitable company limited by guarantee and registered in England and Wales. Company Number 08753719.

Highfield Infants' and Junior Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to all relevant pre-employment checks including an enhanced Disclosure and Barring Service check.

For any position that you apply for, if unsuccessful, this information may be retained on file for 6 months, after which time it will be securely disposed of. The information may be used in internal proceedings to consider a complaint against the recruitment process and/or to defend against a legal challenge to the fairness of the selection process from any interested party. The information you provide to us on this form may also be used in the prevention and detection of crime and fraud, or shared with other bodies administering public funds solely for this purpose. For further information please refer to our Data Protection Policy <http://nestschools.org/nest-policies>

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Employees are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because the post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks.

Policies and Procedures

Ensure, comply and be aware of all school policies and procedures in relation to all aspects of the school's management, teaching and learning.

Contacts and Relationships

Provide the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils parents/carers and colleagues.

Equalities

Ensure implementation of the School's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. NEST are the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

For further information please refer to our Data Protection Policy <http://nestschools.org/nest-policies/>



Music Teacher (providing PPA cover)



Job Description

Main purpose of the job

To deliver fun and innovative music lessons across the primary range, create an enjoyable learning environment to inspire young minds, help children grow in appreciation of music and encourage participation.

Key responsibilities and tasks

Planning and Teaching

- To be responsible for the classes and groups assigned to you by the Headteacher.
- To teach effectively with skill and sensitivity.
- To ensure that a high standard of education is maintained at all times and pupils engage with their learning.
- To plan, prepare and deliver stimulating and interesting learning experiences appropriate to the needs of the learners in line with the National Curriculum for music.
- To be responsible for the music curriculum within the schools and to ensure there is progressions across year groups.
- To support in the planning and delivery of musical productions and events.
- To ensure teaching is clear, effectively communicated and lessons are appropriately structured.
- To develop independent learners with positive learning attitudes and behaviours.
- To ensure that all groups of pupils have their learning needs met.
- To ensure the effective and efficient deployment of classroom support.

Classroom Management

- To promote good order and discipline in line with the school's behaviour policy.
- To promote the general well-being of pupils and ensure that social and emotional aspects of learning are effective.
- To develop strong pastoral support for pupils.

Monitoring, Assessment and Recording

- To record, assess and evaluate each pupil's progress in accordance with statutory requirements and school policy.
- To use data effectively to track children's progress.
- To contribute to the annual programme of school self-evaluation.
- Moderation of learning and achievements.

Wider Professional Responsibilities

- To contribute to wider curriculum activities across the school.
- To liaise with the wider community to promote outside opportunities for pupils.
- To follow the school's safeguarding and health and safety procedures and be fully aware of the safeguarding and health and safety policies.
- To be a role model and encourage good relationships with children, parents and colleagues.
- To supervise children out of class as required.
- To liaise effectively with stakeholders, including colleagues and parents.
- To carry out specified actions required by the priorities of the School Improvement Plan. (following NQT year)
- To undertake continual professional development to enhance your role as a teacher in the school.
- To take part in the agreed procedures for your performance management in the school and meet Teacher Standards. (performance management following NQT year)

- Working with colleagues and pupils throughout the school in the development of the curriculum.
- Lead on the development of a subject area within school. (following NQT year)
- Management of budget area when appropriate and the maintenance and allocation of resources for these areas (following NQT year).
- Leading staff workshops/seminars as appropriate.
- Liaison with advisory staff and external agencies as appropriate.
- Undertaking other reasonable and appropriate tasks as required by the Headteacher or Deputy Headteacher.

This job description may be amended at any time after discussion with you.



Music Teacher (providing PPA cover)



Person Specification

The successful candidates will have:

Knowledge and Experience

- Be an effective teacher with recent relevant experience (teaching practice acceptable)
- Be committed to raising levels of achievement, and have high expectations of children's learning
- Have good behaviour management skills
- A good understanding of the Primary Curriculum
- Have a creative approach to teaching
- Have an understanding of children's development and the way that they learn
- Have an understanding of Health and Safety and safeguarding requirements
- The ability to play the piano is desirable.

Skills and Abilities

- Show evidence of well-developed communication skills, both written and oral, have ability to use Standard English
- Demonstrate the ability to reflect on own practice in order to impact positively on children's learning
- Be able to work effectively as a member of a team
- Have good interpersonal skills with both adults and children
- Demonstrate an ability to work successfully with other professionals and parents/ carers
- To effectively organise and manage classroom resources
- Use IT competently and safely for teaching and personal purposes

Personal Qualities

- Be passionate about teaching music and education
- Have high expectations of children and adults
- Good organisational and timekeeping skills
- An ability to prioritise and organise own work
- Have the ability to use initiative and make decisions in collaboration with teaching colleagues
- Enthusiastic, flexible and positive about learning and teaching
- Motivated to develop own practice
- Perceptive and sensitive to the needs of others
- A good sense of humour
- Resilience

Child Protection & Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

Throughout any recruitment process, Safeguarding and Child Protection are given a high priority. All interview panels include at least one member who has completed Safer Recruitment training within the last 3 years.

The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred.

School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

Keeping Children Safe in Education (2020)

As such, it is the duty of all who work for the Trust to:

- Ensure that a safe environment is provided for all children and young people to learn;
- Ensure all staff are capable of identifying children and young people who are suffering or likely to suffer significant harm; and
- Ensure all staff are willing to take appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2020.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Please visit www.nestschools.org for the full policy.

Safer Recruitment & Pre-employment Checks

Nexus Education Schools Trust is committed to safeguarding children.

This means that all employees (on either a paid or voluntary basis) require an Enhanced DBS check which includes a Barred List check.

For individuals applying for leadership and management positions a S128 check will also be required. For individuals who have previously lived abroad, overseas checks will also need to be taken prior to commencing employment.

New employees will not commence work until all relevant checks have been completed.

Standard Checks

- All candidates invited to interview must bring the following documents
- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements;
- Documentary proof of current name and address;
- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary, photocopies or certified copies will not be accepted.

Enhanced Checks

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced check.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about any disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings.
- If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues;
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children – this may only be answered 'not applicable' where your duties have not brought you into contact with children or young people.

Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity checks and qualifications;
- Satisfactory Enhanced DBS Check;
- Verification of professional status such as QTS Status, NPQH (where required);
- Satisfactory completion of a Health Assessment; • Satisfactory completion of the probationary period (where relevant);
- Where the successful candidate has worked, or been resident overseas for at least 12 months in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance including a statement of good conduct.

References & Verifications

We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify experience or qualifications before interview.

Any relevant issues arising from the application form, references of self-disclosure will be taken up at interview.