

PRESTON MANOR SCHOOL

Upper School Site: Carlton Avenue East, Wembley, HA9 8NA

Head of Upper School: Mr. Tom Phillips

Email: info@preston-manor.com | Tel: 020 8385 4040

Lower School site: Princess Avenue (off Carlton Avenue East), Wembley, HA9 8LZ

Head of Lower School: Mr. Kevin Atkinson

Email: lowerschooladmin@preston-manor.com | Tel: 020 8385 4089

Executive Headteacher: Mr. Russell Denial | Website: www.preston-manor.com



SATURDAY MUSIC ACADEMY – Guitar Teacher INFORMATION PACK

Permanent Vacancy

4 hours at £27 per hour for 30 Saturdays per Academic Year

Required from: March / April 2025

Closing date: noon on Monday 24th February 2025

Interviews: Saturday 8th March 2025



Making School Memorable by Striving for Excellence



Dear Applicant,

Thank you for expressing an interest in a post at our school and I hope that you will find the enclosed information useful.

This post is an opportunity for you to work alongside highly aspirational staff in an all-through school. The school has undergone some positive changes, including our new centralised behaviour system and curriculum review.

The school is based across two sites with our Lower School teaching children from Reception through to Year 6 and our Upper School developing the potential of our students from the time they join us in Year 7 through to the time many of them leave to take up places at Russell Group universities.

Preston Manor has a creative climate of success with results exceeding national averages amongst a diverse and truly comprehensive school community. Our aim is to provide all our students with the best education regardless of their starting point. We provide a service to our school community and we hold true to the fundamental values of equal opportunity and inclusion for all.

Our School is underpinned by three core values: Ambition, Responsibility and Excellence. We are ambitious for our young people and we develop each individual to be ambitious for themselves. We encourage our students to take responsibility for themselves as well as each other in our strive to achieve excellence for everyone.

We are looking for a professional who is energetic, forward thinking and deeply caring who will be responsible for providing outstanding support in our school. We want you to enjoy this next step in your career so supporting your professional growth and development will be one of our fundamental priorities.

I do hope that you will consider applying to join our successful and happy school and look forward to receiving your application.

Yours sincerely

Mr R Denial
Executive Headteacher



The success of Preston Manor School is built on an 80-year old reputation which continues to flourish through its committed staff, dedicated Governors and supportive parents.

We are an all-through school with students ranging from 4 – 19 years. Staff are expected to make the most of this all through provision and to liaise with relevant colleagues in all parts of the school. The school is based over two sites and there may be times when colleagues are expected to work across both sites with students.

We value working in partnership together with our young people to achieve the best outcomes for every student that joins our prestigious school. The school is oversubscribed for places, reflecting the reputation the school has for its academic rigour and excellence in teaching and learning.

We are proud of our focus on student and staff wellbeing, which is evident from the moment you step into our community. We are driven in our aims and ambitions and aspire to continue to build on our success in a supportive and friendly environment.

At Preston Manor we celebrate diversity and equality of opportunity, which is reflected in our high staff-retention rates and the successes of our student population.

We are looking for a talented and motivated guitar teacher for our Saturday Music Academy.

The Music Academy's guitar teacher will be required to teach classical, electric and bass guitars, they may also be asked to teach Ukelele and the theory of music. The majority of the instrumental teaching will be in small groups of pairs and threes. They may also be asked to supervise a small (four to five piece) pop-rock band. The age range of the students is Year 4 to Year 13. The successful candidate will also need to be able to prepare pupils for Rock School, ABRSM exams and the performance aspects of GCSE Music. The Music Academy produces three concerts an academic year which all teachers prepare students for alongside performing themselves.

You will join an energetic school which strives to ensure that all students enjoy learning and achieve their full potential.

In return we will offer:

- motivated, enthusiastic and ambitious students
- friendly and supportive staff
- well-resourced facilities with newly refurbished classrooms
- a professionally stimulating and collaborative working environment
- a commitment to professional development

The school is situated within walking distance of the world famous, Wembley Stadium, which offers easy access to newly created facilities including the London Designer Outlet.

The school benefits from excellent transport links via public transport and is located a short walk from both Wembley Park and Preston Road Underground Stations. Central London locations are accessible within 20 minutes from the school. The school is also easily accessible from main roads including the M25, M1, M40, A40 and A406.

The above post provides an excellent opportunity to work in a high quality environment and to become part of a highly motivated and visionary staff.

The successful candidate will be expected to carry out their role on the school site.

Safeguarding

Preston Manor School and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The School's Application Form will only be accepted from candidates who have completed this form in full. CV's will not be accepted as a substitute.

In addition to completing an application form, all applicants will be required to complete a criminal records self-declaration form. Please note you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you have a conviction and are not sure whether it is 'protected', please visit the Gov.UK link below:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

The safeguarding responsibilities of this post have been outlined in the job description and person specification.

Preston Manor School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further information and an application pack, email [**hadmin@preston-manor.com**](mailto:hadmin@preston-manor.com) or download the pack from our website at [**www.preston-manor.com**](http://www.preston-manor.com)

The school reserves the right to close the vacancy earlier than the date advertised, so early application is advised.

JOB DESCRIPTION

The main role of every instrumental instructor is to promote the highest possible achievement of students through consistently high quality teaching.

Main Duties and Responsibilities:

- To safeguard and promote the welfare of children and young people and follow Music Academy policies as set out in the Music Academy / Music Department Staff Handbook
- Attend all Music Academy teaching Saturdays – unless absent due to illness, exceptions will be considered by the Head of Faculty on a case-by-case basis
- Attend, support and perform in Music Academy concerts and ‘sharings’ which take place on Saturdays and are paid accordingly
- To prepare, as appropriate, students for graded (e.g. ABRSM or similar) or the performance aspects of GCSE examinations
- To set high expectations which inspire, motivate and challenge students
- Teach across the age and ability range demonstrating overall music subject and specific instrumental knowledge. Adapt teaching so that it responds to the strengths and learning need of all students
- Plan and teach well-structured lessons within a coherent music curriculum
- Assess, record and report on the development, progress and attainment of students in line with Music Academy expectations
- Complete interim Music Academy reports for parents/carers on students’ attainment and progress as and when requested by families
- Provide students with regular supportive feedback to raise progress and attainment by setting appropriate practice targets and giving in the moment verbal feedback
- Manage students’ behaviour to ensure a positive and safe learning environment
- Develop and maintain professional relationships with colleagues
- Attend paid staff meetings on a Saturday when required e.g. on safeguarding
- Promote equal opportunities for all within the Music Academy community
- The instrumental teacher shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR)

Job descriptions, roles and responsibilities are reviewed regularly and may be amended following discussion with the instrumental instructor.

General

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Executive Headteacher’s discretion.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment). The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the Governing Body.

Responsibility for resources

To be responsible for the proper use and safekeeping of equipment, keys, passes, musical instruments, ICT and other school property related to the role.

Abilities, Skills and Attributes

- Ability to build and form working relationships with students, parents and colleagues, to work across operational boundaries
- Work as a member of a team
- Demonstrate absolute discretion, tact and diplomacy
- Show initiative, drive and commitment to ongoing improvement
- Be articulate and presentable
- Be a creative problem-solver with the ability to think ahead
- Excellent administrative and organisational skills; with good attention to detail and the ability to use initiative and prioritise workload
- Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges
- Be able to work under pressure and meet deadlines whilst producing work that is accurate

*This is a description of the main duties and responsibilities of the post at the date of production. **The duties may change over time as requirements and circumstances change.** The person in the post may also have to carry out other duties as may be required from time to time.*

Safeguarding / Child Protection

Preston Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employees and the Disclosure and Barring Service (DBS).

Preston Manor School will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2022. The check will help to ensure safe and robust checks on the suitability of individuals to work within our school.

General

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads and any other duties appropriate to the role as directed by the Executive Headteacher or a delegated representative of the Senior Leadership Team.

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PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Qualifications in instrument(s) voice taught – high level ABRSM or similar / Degree / or evidence for progress towards a music degree / evidence of equivalent music industry experience

KNOWLEDGE AND EXPERIENCE

Essential

- Have a secure knowledge and understanding of the instrument(s) / voice taught
- An awareness of the impact that instrument / voice taught can have on the wider musical life of the Music Academy / School
- Strategies for social inclusion, personalised learning and differentiation across a mixed ability range

Desirable

- A performing / composing / producing musician
- Experience in running small ensembles / bands / choirs etc.
- Some evidence of prior successful teaching across the full ability and age range and at practical examination level
- Experience of teaching music in a multicultural context

SKILLS AND ABILITY

Essential

- Up to date knowledge of relevant instrumental / vocal pedagogies
- Appreciation of music in its broader context e.g. concert hall, media / social media or performance
- Effective organisational skills and the ability to meet deadlines
- Ability to model effective teaching methods in order to promote progress
- Ability to assess student progress e.g. in preparation for a practical exam

Desirable

- Good interpersonal and communication skills
- Ability to plan strategically in order to improve progress
- Ability to write clear concise interim instrumental / vocal reports as requested
- Confident use of ICT – e.g. ability to take a register via a shared google document

CHILD PROTECTION

Essential

- To safeguard and promote the welfare of children and young people and follow whole school policies and Music Academy policies.

EQUAL OPPORTUNITIES

Essential

- Commitment and contribution to School policies
- Committed to the promotion of equal opportunities

DISPOSITION

Essential

- Commitment to the comprehensive ideal, social inclusion and to raising standards for all music students
- To be interested in students as musicians, how they learn and in developing ways of removing barriers to learning
- To believe in the importance of teamwork and a collaborative approach
- A flexible approach and a sense of proportion
- To display a warm and approachable demeanour
- Be energetic and enthusiastic with a positive outlook
- Ability to work effectively under pressure