GP/RJF

September 2021

Dear Applicant

**Specialist Music Tutor (Voice) - Reference 21/34**

Thank you for your interest in the post of Music Tutor specialising in Voice. The position involves working approximately four hours per week (with the possibility of expansion) on a self-employed basis.

Fees are paid by the students/parents and collected by the tutor and you will be responsible for calculating and paying your own tax and national insurance contributions on the payments made to you.

To assist you in your application and to give you some background to Lady Manners School the following documents are enclosed with this letter:

* Information about the school
* Information about the music department
* Job Description and Person Specification
* Guidance notes for completing the application form
* Job Application Form
* Equal Opportunities Monitoring form

Should you have any questions or wish to discuss the role informally, please do not hesitate to contact the school.

Due to this post having access to children, candidates will be required to undertake a Criminal Record Check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Lady Manners School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Our Safeguarding and Child Protection policy can be found on the vacancies page of our website.

Please return your application form by **3 October 2021.** I would like to thank you for your interest in working at Lady Manners School. We look forward to receiving your application.

Yours sincerely

G Peat

Headteacher