June 2022

Dear Applicant

Thank you for your interest in this post as Teacher of Music at Archbishop Tenison’s.

We are looking for someone who will inspire pupils and students by delivering an outstanding and enriched music curriculum. This role would be suitable for either an experienced teacher of Music who would like to opportunity to grow within the department by taking on extra responsibilities.

As you will see from the details, this is an important department, both within the curriculum and in terms of extra-curricular activities. The standard of teaching and learning are high and we are often amazed by the quality of performances we see. Music is well established at both GCSE and post-16 and has a good arrangement in place for the Key Stage 3 curriculum.

You will find the department in good order, well-resourced with 17 Apple Mac computers, a full set of Djembe drums and a 30-piece Samba kit. Before Covid, the department offered a wide range of extra-curricular activities such as Full Tenison’s Choir, All for Jesus Gospel Choir, Concordia, Trumpet and Clarinet Ensembles, Camerata (instrumental group) and Sinfonia Orchestra. Work has begun in rebuilding these groups, including new instrumentalists in KS3. We have a recording studio and a suite of practice rooms equipped with digital and acoustic pianos, tuned percussion and 2 drum kits.

KS3 pupils take part in a variety of music lessons and are given the opportunity to perform in the various concerts we hold throughout the academic year. Pupils can study Music at GCSE and the post-16 RSL course with growing numbers on both courses.

We do hope that the details of this post will encourage you to apply for the position and that you will find all your questions about the post answered; if not, please do not hesitate

to contact us directly. Archbishop Tenison’s is a lively, friendly and high achieving school, where pupils and students take their studies seriously. As a Church of England school we are always pleased to receive applications from colleagues who are keen to help us develop our Christian ethos and educational vision.

We look forward to receiving your application and to meeting with you to talk about the opportunities here. In your **supporting letter** please include the following points:

* why you would like to take up this post at this time;
* which experience and qualities make you particularly suitable for the post;

Yours sincerely



Richard Parrish

Headteacher



Archbishop Tenison’s C.E. School,

Selborne Road, Croydon

Tel: 020 8688 4014

[www.archten.croydon.sch.uk](http://www.archten.croydon.sch.uk)

**Teacher of Music**

**Location:** **Croydon, Surrey**

**Required for:** **September 2022**

**Contract:** **Permanent**

**Salary:** **MPS including Outer London Allowance**

**Closing Date: Midday 14th July**

**Interview Date:** **tbc**

We are seeking a talented qualified teacher of Music to join our high performing Music department. The department is lively and offers a varied timetable.

The candidate will be required to -

* Teach Music from Years 7 to 13 including GCSE and post-16 RSL course
* Take a leading role with the school Carol Service, Spring Showcase, Informal Concert and Founders Day Performances
* Run extra-curricular activities
* Continue to help develop and use the new Music facilities, Music studio and teaching spaces, including 17 Apple Mac computers which currently run Sibelius 7 and Logic 9.
* Liaise with all visiting peripatetic instrumental staff
* Provide musical accompaniment at assemblies and services
* Be part of a school with strong traditions and wide-ranging extra-curricular activities
* Develop professionally and personally in a secure, but lively atmosphere
* Contribute to our pastoral care and our Christian ethos
* Be able to inspire and motivate pupils and students

We are an 11-18 Church of England mixed comprehensive school. We have a distinctive character and purpose. Our school motto is ‘Academic excellence for each person in a Christian community’ and we aim to instill these values in everything that goes on at Tenison’s.

**Total number of pupils**
760 pupils (Sixth Form 135)

**Results -** [Academic Results](https://www.archten.croydon.sch.uk/academicresults)

Archbishop Tenison's is an equal opportunities employer and committed to safeguarding and promoting the welfare of children.  Enhanced DBS check required.

***An initial phone call or visit to explore possibilities and express interest is much encouraged. Please email Mrs Rathbone, Headteacher's PA via*** ***patoheadteacher@archten.croydon.sch.uk*** ***or call 020 8688 4014.***

**STANDARD SCALE TEACHER**

 **1. Subject Responsibilities:**

1. To plan, prepare and deliver courses and lessons according to the schemes of work of the appropriate department or subject.
2. To regularly set and mark class work and homework according to the policies of the department and the School.
3. To assess, record and report on the development, progress and attainment of pupils in relation to the National Curriculum, or other aspects of the School Curriculum, in the form adopted by the School.

**2. Pastoral Responsibilities:**

a) To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to him or her. b) As a form tutor:

1. to register the tutor group and to keep a record of reasons for absence or lateness according to the symbols in use by the School; ii) to ensure that members of the tutor group comply with the School's codes of conduct and dress;
2. to monitor the pupil's use of homework diaries, ensuring that they are signed weekly either personally or by the form prefects;
3. to report on the academic and social development of the pupils in their tutor group; (Those teachers not assigned to a tutor group may be called on to deputise for a form tutor from time to time and will be expected to undertake the above responsibilities as appropriate.)

**3. Attendance at after-school meetings:**

1. To attend full staff meetings, and other routine administrative meetings, notice of which is given in advance, either in the School Calendar, or on the staffroom notice board, or in some other appropriate manner. Part-time teachers are expected to attend those meetings which occur after sessions for which they are employed at the School.
2. Form tutors, and those designated as deputies, are expected to attend the pastoral meetings relevant to their particular section of the School.

**4. Attendance at Evening Meetings:**

1. To attend Parents' Evenings for those pupils for whom they exercise a subject responsibility.
2. To attend the Open Evening for potential Year 7 entrants.
3. To attend at least one Presentation Evening within a given calendar year (ie within the period January-December).
4. Form tutors allocated to the incoming Year 7 are expected to attend the New Intake Evening.

**5. In-service Training:**

1. Full-time members are expected to attend all INSET days. Part-time teachers are expected to attend the number equivalent to their teaching commitment (e.g. a teacher teaching 60% of the week would be expected to attend 3 out of 5), but are welcome to attend more.
2. All teachers are expected to participate in arrangements for their further training and professional development as teachers.

1. **Performance Management:**

To participate in arrangements made in accordance with the "Education (School Teacher Appraisal) Regulations 1992" for the appraisal of their performance and that of other teachers.

1. **Discipline, Health and Safety:**

To maintain good order and discipline among the pupils and to safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

1. **Supervisory Duties:**

To participate in the supervision of pupils before and after school and during morning break, according to the duty roster displayed in the staffroom or other appropriate place.

1. **Cover:**

To supervise and so far as is practicable to teach any pupils whose teacher is not available to teach them (for no more than 38 hours in any school year) under the ‘Rarely Cover’ proposals.

1. **Public Examinations:**

To participate in the School's arrangements for the administration of all aspects of public examinations.

1. **Relationship of this Job Description to School Teachers' Conditions of Employment:**

Whilst this job description is specific to Archbishop Tenison's School, it does not set aside any of the Conditions of Service laid out in the current "School Teachers' Pay and Conditions" Document.