



# St Catherine's BRAMLEY

Patron: Her Royal Highness, The Duchess of Cornwall

**Headmistress: Mrs AM Phillips MA Cantab**

#### **Charitable Objects of St. Catherine's School**

*The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.*

**Child Protection Statement** - St. Catherine's is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS with barred list check.

The post-holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and must adhere to and ensure compliance with the School's Child Protection Policy 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 of children in the School he/she must report any concerns to one of the School's Designated Safeguarding Leads.

## **Job Description for Visiting Teacher of Piano Part time • 1 day's teaching per week**

### **About St. Catherine's School**

St. Catherine's was founded in 1885 and in 2015 celebrated 130 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association, with 900 pupils aged between 4 and 18. The Prep School has 265 pupils aged 4 to 11 and the Senior School 635 pupils aged 11 to 18, of whom some 170 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills.

St. Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School was inspected for Compliance and Quality of Education in October 2016 by the Independent Schools Inspectorate and the report may be viewed [here](#). A compliance inspection in October 2019 found all the Independent Schools Standards Regulations and National Minimum Standards for Boarding fully met. Our Good Schools Guide Reviews can be found [here](#).

We seek to appoint from April 2020 an enthusiastic and energetic part time teacher of Piano to work alongside a very strong department.

### **Personal and Professional Qualities Required**

The successful candidate will be an enthusiastic and inspiring teacher, outstanding musician and a strong team player committed to supporting the work of the music department and contributing to the high profile

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of music at St Catherine's. They should be able to work constructively within a very busy Department where children matter. It is essential that the person appointed enjoys working with young people.

### Job description

The successful candidate will be expected to:

- Teach individual lessons for girls aged 4-18 over a wide ability range
- Incorporate elements of general musicianship, such as aural training and theory, as well as instrumental technique and interpretation, into each lesson
- Prepare pupils for performances, examinations, auditions and festivals as appropriate
- Be self-employed and responsible for collecting all fees from parents
- Be aware of, and prepared to work within, the GCSE and AS/A level requirements if necessary
- Communicate with parents regularly about their daughter's lessons and progress
- Communicate with the School's pastoral team, the Head of Section and the Director of Music about the attendance, progress and any other developmental issue of individual pupils
- Be willing to attend the annual VMT INSET day at the beginning of the Autumn Term
- Arrange performance opportunities for his/her pupils, and be aware of the concert schedule organised within school
- Ensure that he/she adheres to health and safety standards and works in line with Child Protection legislation
- Manage the administrative tasks required by the school e.g. keeping registers, writing reports etc.

### Essential qualities:

- An experienced and enthusiastic practitioner
- An ability to teach piano from beginners to diploma level
- An ability to motivate and inspire young pupils, with a sense of humour and fun
- Extensive knowledge of piano repertoire
- An ability and willingness to help pupils with chamber music parts as appropriate
- Good administrative skills
- Effective communication skills with pupils, parents and colleagues
- A cooperative and friendly professional manner

### Desirable qualities:

- Educated to degree level
- A relevant instrumental teaching diploma
- An ability to teach the piano in classical, jazz and rock/pop styles

Please mention in your application if you have other skills that could benefit the Music Department. This could be, for example, Grade 5 Theory teaching, Alexander Technique, piano accompaniment, conducting, continuo experience and so on.

### The Department

At St Catherine's we pride ourselves on having one of the most comprehensive Music Departments in the country, where all can achieve, the most able can excel, and everyone can enjoy making music. The department is based in an extended and refurbished Victorian building. This offers modern facilities, including a Recital/major rehearsal Room, a well-equipped teaching classroom with computer, projection system and electronic keyboards, a second teaching room offering a suite of 9 dedicated

computers for composition, the Music Department Office and 9 teaching rooms for use by visiting music teachers.

Music is very important to the governors and leadership of the School and facilities for its teaching and performance are first rate. The Music School was augmented in 2011 by the addition of a new state-of-the-art Performance Auditorium/Concert Hall within the adjacent 125<sup>th</sup> Anniversary Halls building, complete with Steinway Model D and Model B concert grand pianos. The Anniversary Halls also house a soundproof drum teaching room/recording studio, and four additional teaching/practice rooms. Its reception Atrium also provides another delightful informal concert space.

The 1894 Chapel is a beautiful and atmospheric building which is also used for concerts. It houses an original Willis organ, recently completely refurbished after a very successful fund-raising campaign. The Prep School Hall also houses a three-manual Vincent Woodstock organ, completed in 2006 and installed at St Catherine's in 2015 as the generous gift of Mrs Evelyn Greaves. For music department information, please click [here](#).

The Music Department consists of seven full- and three part-time specialists, a dedicated Music Administrator and approximately 30 visiting instrumental and vocal teachers. Over 600 individual music lessons are given every week.

The School enjoys a high reputation for the excellence and variety of its music. The music staff and visiting music teachers deliver a comprehensive musical curriculum and offer tuition in all the main instruments, classical and contemporary. All girls are encouraged to take part and get involved, and there are performing opportunities – solo and ensemble – to cater for all abilities and musical tastes. We also have a national reputation for our choral music, and our instrumentalists perform and compete at the highest level.

A number of scholarships and awards are made annually to students entering the School at 11+ and at later stages, and we are particularly fortunate to have Dr Jennifer Bate, OBE, as the patron of our Organ Scholarships, run in conjunction with Guildford Cathedral. Dr Bate is also the leading Tutor on our annual Jennifer Bate Organ Academy. In its 16<sup>th</sup> year, and supported by funding for Bursary places by the Andrew Lloyd Webber Foundation, it attracts applicants from across the country. Several graduates of the Academy programme have gained organ scholarships at Oxbridge and other universities and our own young organists are a source of pride to the department.

Regular collaboration with Drama and other departments provides valuable links with other subjects. Performance is seen as an integral part of learning an instrument or singing, and music-making permeates every aspect of life at St Catherine's – from the informal House lunchtime concerts to the more formal concerts and whole-school events such as the St Catherine's Day Gala Concert, the Carol Service in Guildford Cathedral and Musicals. The biennial whole school musical features a pit band of some 25 players, of whom the vast majority are pupils, and recent shows have been *The Sound of Music* (2013), *Return to the Forbidden Planet* (2015) and *West Side Story* (2017) and *Sister Act* (2019). See the current Music calendar [here](#).

From time to time, major concerts are also given in prestigious local or London venues, such as St. John's, Smith Square, and the annual Association Concert (involving the alumnae/parents choral society along with some school choirs) takes place in the glorious local setting of Holy Trinity Church, Guildford. All School concerts presented in the Auditorium in School are live-streamed for the benefit of boarders' parents and other family members of all the girls not resident locally and therefore unable to attend in person.

The School provides opportunities for all girls to play and sing in the many choral and instrumental ensembles on offer. These include eight choirs, the Symphony Orchestra, Camerata (the school's top string ensemble), String Orchestra (the training ensemble), Concert Band, Brass Ensemble, Wind Band,

Flute Choir, Jazz Band, Harp Ensemble, Cello Ensemble, Recorder and Crumhorn Consorts, Fife & Drum Band, Guitar Ensemble and an extensive chamber music programme.

The Department also makes regular overseas tours; most recently, in July 2019, girls from Senior Choir, Jazz Band, Concert Band and Camerata performed in Prague. Other recent tours have visited Slovenia and Sweden. Cantores sing Choral Evensong in nearby cathedrals at least once a year - Guildford, Winchester, Salisbury or Chichester - usually accompanied by the Jennifer Bate Organ Scholar.

A number of girls have furthered their studies as members of the Junior Departments of the RAM, RCM and Guildhall on Saturdays. Others are members of local, county and national orchestras, and choral groups such as Guildford Cathedral Girls' Choir, Farnham Youth Choir, the National Youth Choir, Surrey County Youth Orchestra, Surrey County Youth Band, Surrey County Youth Choir and the National Children's Orchestra, and some attend the Eton Choral Courses.

St Catherine's musicians continue to excel after they have left school, with a number reading music at universities or pursuing choral or organ awards at Oxbridge.

### **Extra-Curricular Activities**

All Visiting Music Staff are expected to prepare pupils for the many performance opportunities at school and in the local community, and encourage them to participate. Staff are also expected to prepare pupils for local music festivals where appropriate. Where possible, staff are encouraged to attend school events when their pupils are performing. The girls appreciate this enormously and respond with increased effort and commitment in lessons.

Staff are expected to prepare pupils for appropriate ensembles and encourage them to join. Although the vast majority of ensembles are led by Full-time Staff, where it is desirable specialist staff may be invited to lead new or existing groups. Staff will ordinarily be paid for this by the school at the usual VMT rate for leading ensembles. Staff who may be interested in assisting with, or directing, new or existing groups should communicate this at interview.

### **Statutory NQT Induction, Staff Induction, Staff Review and Continuing Professional Development**

All new members of staff are provided with a copy of the Visiting Music Staff Handbook, and will have access to the full Staff Handbook and School Policies within the Department well ahead of their joining the School. They will also be given full induction training at the start of their first term.

Any visiting music teacher colleague who would like to opt at any stage for a review of his/her work is warmly welcome to approach his/her Head of Section. Such reviews can be useful tools for development as well as affirmations of good practice. INSET opportunities are provided for the whole Visiting Music Staff once a year.

### **Remuneration**

The current pay for Visiting Music Teachers is £22.50 for a 30 minute lesson. The School makes a charge of 50p per lesson for use of the teaching facilities.

### **Other Benefits**

Lunch is provided daily and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.

### **Applications**

The application form should be returned to the HR Assistant, Mrs Netty Creswell, by **12 noon on Tuesday 25<sup>th</sup> February 2020** and should take the form of:

- a letter of application relating to the specific job description for the post,
- the completed Application Form provided with these details/found on the School website at [www.stcatherines.info/welcome/job-opportunities](http://www.stcatherines.info/welcome/job-opportunities)
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on [netty.creswell@stcatherines.info](mailto:netty.creswell@stcatherines.info).

Thank you for your interest in St Catherine's School.

Mr Matthew Greenfield  
Director of Music  
February 2020