

# Recruitment Pack



St. Crispin's  
Excellence for all



## Teacher of Music



St. Crispin's School is part of The Circle Trust, company number 11031096,  
registered at St. Crispin's School Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144



## Teacher of Music

### St Crispin's School

Headteacher:

Ginny Rhodes

NOR 1174, 11-18

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

[www.crispins.co.uk](http://www.crispins.co.uk)

### Teacher of Music

**Full or part time from 1.9.19 Main pay scale**

**Great opportunity for new entrants to the profession**

Are you a passionate music teacher, keen to be part of a respected, happy and supportive team?

Our music department delivers key stage 3, 4 and 5 lessons with excellent GCSE and outstanding A-level courses as rated by Alps in 2018.

As a highly valued teacher and well-qualified musician, you will enjoy your own dedicated teaching space and the opportunity to support and take ownership of a vibrant extracurricular programme. In addition, you will have scope to pursue your own specialist interests.

St. Crispin's ethos of "Excellence for All" encapsulates our commitment to do the very best for both students and staff. We are a high-attaining school with student behaviour described as exemplary (OFSTED 2017.) If you are looking for a vibrant learning environment with many opportunities to maximise your potential, be motivated and inspired, we would love to hear from you.

Candidates will ideally have excellent piano/accompanying skills, an interest in choral leadership and knowledge of technology to support teaching at Key Stage 3 and 4.

Visits to the school are highly recommended!

**To apply:** Via TES quick apply or complete the application form available at [www.crispins.co.uk/vacancies](http://www.crispins.co.uk/vacancies).

**Closing date:** 9 am, 25<sup>th</sup> March – Please email your completed application form to Mel Knight, PA to Headteacher, at [knightm@crispins.co.uk](mailto:knightm@crispins.co.uk)

**Interviews:** 29th March

**For more information:** Mel Knight on 0118 978 1144 or email: [knightm@crispins.co.uk](mailto:knightm@crispins.co.uk)

**Check out:** [www.crispins.co.uk/drama](http://www.crispins.co.uk/drama)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced CRB clearance and satisfactory employment references.

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## Job Description

### Salary

St Crispin's main point scale (please refer to Pay Policy for detailed scale, this policy can be accessed via the school website).

### Aim and main purpose of the job:

#### Knowledge

- Demonstrate subject competence and to keep up-to-date his/her knowledge of the National Curriculum for 11-16 year olds in relation to their subject; and where relevant to the post, other examination courses at KS4 and Post 16.
- To attend continuous professional development activities when required to update his/her knowledge of the National Curriculum, syllabus changes and national initiatives which impinge directly on teaching, pastoral or other responsibilities.
- To keep informed about the key priorities identified in the School Improvement Plan, associated department development plans and his/her responsibilities agreed upon within it.

#### Planning, Teaching and Classroom Management

- To teach across a range of abilities and ages commensurate with his/her experience and skills and as agreed in consultation with the Headteacher and Head of Department.
- To plan lessons in accordance with the agreed departmental scheme of work and in line with the departmental teaching and learning policy.
- To plan lessons carefully with specific learning objectives and with special regard to prior attainment data, gender and race, fluency in English, DSEN (including IEPs).
- Use a variety of teaching approaches that identify, build upon and develop pupil learning styles, and the ability to learn independently.
- To set clear targets for pupil improvement and monitor progress towards these.
- To work effectively with Learning Support Assistants to plan lessons and individual support for pupils with specific learning difficulties.
- To set appropriate homework in line with school and departmental policies.
- Establish and maintain good standards of pupil behaviour in the classroom by implementing consistently and fairly the School Behaviour Policy.



### **Monitoring, Assessment, Recording and Reporting**

- To assess how well learning objectives have been achieved and use this assessment to improve aspects of teaching.
- To develop the expertise to be able to recognise the level at which a pupil is achieving, and make accurate and valid assessments using school and departmental policies and procedures.
- To mark work on a regular basis in line with school and departmental policies and guidelines.
- To make careful records of attendance and pupil progress following carefully the departmental guidelines; mark books and pupil work should be available for scrutiny as required from time to time.
- To liaise effectively with pupils' parents/carers through informative oral and written reports on pupils' progress and achievements according to the school's assessment and reporting schedule.
- To discuss with parents/carers appropriate next steps in learning for their child, and encourage them to support their child's learning.

### **Other Professional Responsibilities**

- To undertake the role of form tutor, if required to do so, and follow the guidance given by the Head of Year in relation to carrying out this role.
- To undertake supervisory duties before school, at break or after school as required.
- To attend department, year and other school meetings as required.
- To contribute to the work of the department.
- To support colleagues in maintaining the school's behaviour policy.
- To maintain appropriate standards of professional appearance and conduct.
- To raise issues of concern with his/her line manager or with the appropriate member of SLT.
- To maintain the Professional Standards for teachers.
- To follow the school performance management system.
- The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.
- To carry out tasks as reasonably required by the Headteacher.

### **Details of Line Management**

Teachers are line managed by Heads of Department (and Heads of Year in respect to their work as a tutor.)

### **Notes:**

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.





## Music Department Information

### Introduction and welcome by Head of Department including departmental vision

Thank you for your interest in joining our thriving Music department. Music at St. Crispin's School is growing, with exciting ambitions for the future. Our vision at St. Crispin's School is one of excellence in practical music making, both in the classroom and beyond.

### Curriculum overview

First and foremost, our approach across all classes is very much based around the practical 'hands-on' aspects of music, but always with consideration of providing a necessary grounding in cultural and theoretical understanding. Music is taught in form groups at KS3. Pupils use their voices and instruments to perform, explore and create music in different styles. At KS4 and KS5, we follow the AQA specification for both GCSE and A-level Music courses.

### Exam performance

Exam results in Music at St Crispin's are consistently strong; Summer 2018 GCSE results scored within the top 25% nationwide for progress based upon prior attainment (over 80% of students achieved a '5' or better), while A-level results scored in the top 10% nationwide (over 80% of students achieving a 'B' grade or better).

### Resources and rooming

The Music Department is well equipped with ever-improving resources. Music is located in a detached, refurbished block, with two spacious classrooms and six practice rooms. The two teaching rooms have either a digital or upright piano, digital keyboards, guitars and a range of classroom percussion. A Yamaha U3 upright is also available for exam use. Both rooms are equipped with desktop computers. The department also makes use of the Lecture Theatre (containing a grand piano) for small-scale recitals and the Main School Hall for larger-scale rehearsals, concerts and productions. A large (and ever-growing) number of students benefit from instrumental lessons in school with our excellent team of visiting teachers.

### Extracurricular Music

Music is a leading department at St. Crispin's School and extracurricular music plays a key role in school life. Main school ensembles include the Chamber Orchestra, Chamber Choir, Lower School Orchestra and Pop Choir. In addition to concerts at Christmas and during the Spring term, we work closely with the Drama Department to produce an annual Autumn Gala (two nights of performing arts events). This collaboration extends to a whole-school musical production during each Summer term; in recent years, we have performed *Les Miserablés*, *Sweeney Todd* and *Grease*. The 2019 production, *We Will Rock You*, will see around 100 students across all years will participate on stage, in the band or as members of the technical team. Concerts and productions are well supported by the school and the wider community. In recent years, members of the Chamber Choir have embarked on a community-based music project that has seen them sharing their music with people at local care homes, the Wokingham Hospice and the Wokingham hospital, particularly during the festive season. Further afield, the Chamber Choir and Chamber Orchestra have toured to areas of the UK and Europe at the start of the summer, while this year is set to culminate in an exciting and varied performing arts tour to The Netherlands.

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In September, St. Crispin's Music and Drama Department were invited to perform at Wellington Colleges' prestigious opening of the Annenberg Theatre. This newly constructed multi-million theatre has won awards for excellence in design. Our students performed a medley from "Hamilton" against other scholarship musicians. St. Crispin's performance was exceptional and indeed showcased "Excellence from all" involved. To view a clip of the performance please click on the link below.

[Watch Hamilton Clip](#)

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## Policy Statement

St Crispin's School is an Academy school within The Circle Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

### What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

*Up to and including shortlisting stage:*

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

*Following shortlisting stage, and prior to making a final decision*

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;\*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;\*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
- medical check to indicate fitness to work;\*

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- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);\*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);\* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

### **Where do we get information from about during your application process?**

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

### **Why do we use this information?**

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks, which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Academy to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

### **How long will we hold information in relation to your application?**

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail, please see our Retention and Destruction Policy.

If you are unsuccessful, we will hold your personal data only for six months, after which time it is securely deleted.

### **Who will we share information with about your application?**

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

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## **Rights in relation to your personal data**

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

Debra Briault. St Crispin's School, London Road, Wokingham. RG40 1SS    [briaultd@crispins.co.uk](mailto:briaultd@crispins.co.uk)

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact

Debra Briault. St Crispin's School, London Road, Wokingham. RG40 1SS    [briaultd@crispins.co.uk](mailto:briaultd@crispins.co.uk)

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

## **Concerns**

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

## **Contact**

If you would like to discuss anything in this privacy notice, please contact The Circle Trust Data Protection Officer.

Mr A Hinchliff, c/o St Crispin's School, London Road, Wokingham, Berkshire. RG40 1SF    [andy@thecircletrust.co.uk](mailto:andy@thecircletrust.co.uk)

