



Beechwood Park

Our
future
starts here

Recruitment Information Pack

Instrumental Music Teacher - Guitar

Part-time with flexibility - Term time only



A warm welcome to Beechwood Park School

I am delighted that you are considering the role of Instrumental Music Teacher here at Beechwood Park School, joining our team of happy, dedicated staff in the Music Department.

We are an award-winning, co-educational preparatory school for children aged 3-13, set in 60 acres of idyllic parkland and woodland in the beautiful Hertfordshire countryside. We are located on the outskirts of the village of Markyate, six miles west of Harpenden, close to the border with Bedfordshire.

Our mission is simple: to help every child become the best version of themselves, and we recruit extraordinary people to help us to achieve this.

You would be joining a school that gained the highest rating of 'excellent in all areas' at its most recent ISI Inspection. Our highly experienced and friendly team of staff, excellent facilities, resources and opportunities make Beechwood Park an extremely exciting place to work.

Please read on for more details about the role, we look forward to seeing you soon.
Your recruitment journey starts here. Our future starts here.

Best wishes,



Headmaster



A little about us

Beechwood Park School is an incredibly special place to work and learn. Set in impressive grounds, the gardens of which were originally designed by Capability Brown, our main school building is a stunning Georgian Manor House. The school was founded in 1964, and has expanded over the years with the addition of Junior and Middle Department buildings. In 2005 Beechwood Park extended its provision to include children of nursery age, opening our purpose built Woodlands Nursery building on-site in 2015.

The school site incorporates 11 sports pitches, a wonderful Forest School with outdoor classroom, an indoor swimming pool, recording studio, Apple Music technology suite, DT workshop and Art rooms including a pottery cellar. As a school we continue to evolve and develop our offering, aiming to develop '21st century learners and principled citizens with a caring sense of adventure'.

We foster a nurturing environment where children are happy, caring, confident learners, excited about their future. 'Our Future Starts Here' isn't just a slogan; it's our guiding principle, reflecting our dedication to lifelong learning, personal growth and success.



What we can offer the successful candidate:

- A superb campus and a delightful, caring school environment in which to work.
- Supportive and considerate pupils that are keen to learn and make the very best progress.
- A leadership team that will provide you with help, training, support and assistance.

A remuneration package including:

- Payments for music lessons (per pupil per year - approximately 15 pupils) with overtime for non-standard duties (paid at an hourly rate).
- Generous contributory pension scheme.
- Lunch in the school dining room during term time, and staff refreshments.
- Use of sports facilities including our indoor swimming pool.
- Staff discount on a selection of children's holiday clubs.
- Free on-site parking.

Job Description

Position: Instrumental Music Teacher - Guitar

Report to: Director of Music

Contract Type: Permanent - Part-Time with flexibility

The Role:

We are looking for an individual who is a suitably qualified and experienced music teacher who will also provide high quality guitar accompaniments for concerts, ensembles and choirs. As an instrumental music teacher you will deliver teaching of a high standard to individual pupils, working closely with the Director of Music and other instrumental music teachers within the team.

Instrumental Music Teacher Key Responsibilities:

- Teaching high quality lessons to individual pupils.
- Liaising regularly with other Instrumental Music Teachers and regularly promoting your instrument.
- Liaising regularly with pupils, parents, other staff, and the Director of Music.
- Liaising closely with the Music Administrator, on at least a weekly basis, regarding timetabling and suitable teaching days and times.
- Assessing, recording, and reporting pupil progress and measuring the quality of pupil learning in all lessons through formal and informal methods in accordance with the BWPS Curriculum Policy, taking appropriate action to remedy pupil under-performance.
- Entering pupils for performances and external exams as appropriate.
- Ensuring that the music experience for each pupil is appropriate, through individual lessons, choirs and/or ensembles.
- Ordering appropriate music and learning material for each pupil through the Department ordering scheme and ensure timely records are completed for Accounts.
- Attending and assisting with concerts, when appropriate, before and after the school day, as required by the Director of Music.
- Working as a core member of the Department team.

Job Description continued:

Teaching and Learning:

- Planning and delivering stimulating lessons and home learning which are well-paced, varied, broad, balanced and resource-led to enable pupils of all abilities to achieve their very best.
- Differentiating teaching for pupils of all abilities, embracing the School's Assessment for Learning and differentiation strategies.
- Liaising with the Head of Learning Support to support pupils with learning support needs.
- Promoting the use of IT and building interactive and differentiated visual resources in the Department.
- Actively identifying opportunities for collaborative links with other Department teachers and class teachers.
- Participating actively in regular training, annual whole school staff and whole Music Department meetings, and staff training days.
- Contributing ideas to the Director of Music in the annual review of all aspects of the Department's teaching, developing new teaching methods for teaching and learning.
- Liaising with the Director of Music to ensure a coherent development of learning through the Department and across the School.
- Taking on specific roles within the Department as directed by the Director of Music.
- Encouraging parents to communicate through the pupil practice book, signing this weekly and inviting parents to attend individual lessons throughout the year, passing on the key points of all such meetings to the Director of Music.
- Supporting the Director of Music in the placing of pupils in appropriate choirs and/or ensembles, as and when appropriate.

Pastoral:

- Teaching pupils how to keep themselves safe in accordance with the School's Online Safety Policy, and Child Protection Policy, liaising with colleagues regarding the welfare and education of the children.
- Attending assemblies and other school functions where appropriate, playing an active part in the wider aspects of school life.
- Sharing in the pastoral responsibility for all pupils.
- Promoting excellent standards of pupil discipline, tidiness and punctuality at all times and in accordance with the Pupil Conduct Policy.

Job Description continued:

Other Responsibilities:

- Understanding and following all school and specific departmental policy and procedure;
- Specifically, promoting and safeguarding the welfare of all members of the school community by endorsing, understanding and exercising your roles and responsibilities in accordance with the BWPS Health and Safety and Child Protection policies and procedures as published on the staff intranet.
- Promoting the work of the department to the broader community including contributions to www.beechwoodpark.com, social media and Open Days, where appropriate, in partnership with the Head of Marketing and the Director of Music.
- Promoting your own teaching and instrument to the rest of the school and community through assembly performances and concerts.
- Reviewing, recording and planning your professional development in accordance with the BWPS Professional Development Review.
- In accordance with the BWPS CPD Policy, attend appropriate professional development training and meetings such as those for IAPS District 1N.
- The post holder will be required to work independently and in accordance with School policy, professional standards and budgetary limits.

The Recruitment Process

Beechwood Park School is committed to safeguarding and promoting the health, safety and well-being of all children.

We require all applicants for employment to complete a BWPS Staff Application Form and to produce original documentation of relevant certificates and qualifications. The school will undertake an enhanced DBS clearance check of the successful candidate.

All employees work in a culture of openness, trust and transparency to promote:

- Their statutory responsibilities to protect children from abuse and harm in accordance with the BWPS Child Protection and Health and Safety policies.
- The reporting of low-level concerns in support of the school's mission to Nurture, Engage and Inspire and its core values.

Beechwood Park is an equal opportunities employer: we aim to recruit and appoint the best person for each job, and for our staff to reflect the diversity of our local community. We welcome and encourage applications from people of all ages, genders, religions and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

Please let us know if you require any adjustments to enable you to apply or to attend an interview. If you would like to discuss your requirements, or have any concerns about the application process, please email our HR Manager: recruitment@beechwoodpark.com

We hope that the job description is exciting to you and that you would like to learn more. The list of responsibilities in the job description is for guidance only, is not exhaustive and should not be considered a complete statement of duties. The job holder may be required to undertake any other reasonable task as requested by the Bursar or the Head. Furthermore, in order for Beechwood Park to remain at the forefront of best practice, new responsibilities may be added in future following discussion with the job holder.

To apply for the role:

- Applications must be submitted via the school's careers page at MyNewTerm <https://mynewterm.com/school/Beechwood-Park-School/117620> and should include a supporting statement to detail your suitability for the position as you would in a letter of application.
- If you have any questions or queries regarding any aspect of the recruitment process or the position itself – please do not hesitate to contact us via Recruitment@beechwoodpark.com
- Applications must be received by: 5pm on Sunday 7 September.
- Visits to the school, by appointment, are welcome.



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