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Hi and thanks for your interest in teaching at QYMC.

There is a vacancy for a theory teacher at the Questors Young Musicians Club from September. The Club is at Fielding School, near Northfields Tube in Ealing.

The hours are somewhere between 9:00 - 1:15 (with a 15 minute coffee break at 11:00) (unpaid), for 10 Saturdays per term. It is not yet possible to give exact hours as the timetable varies each term, but it is likely that there will be about 2.5-4 hours teaching.

The pay rate is around £24 per hour with no deductions.

The classes are mostly small groups, from 2 - 6 children from complete beginners upwards.

Most pupils start theory once they are around grade 3 on their instrument, so they can work towards the grade 5 exam. A few pupils will continue beyond this level. Pupils currently use the AB workbooks and theory is taught in mixed grade classes in order to fit it around pupils' existing (sometimes very busy) timetables.

Aural preparation is usually arranged for the term in which pupils are taking an exam. It is taught in 15 minute slots with around 3-5 pupils. These are grade-specific! Most pupils take AB exams, but some do take Trinity/Guildhall so you will need to be familiar with both syllabuses.

The GCSE element is a 30 minute listening class intended to support what pupils are learning at school. We are not a GCSE centre! You will need to be familiar with the various GCSE syllabuses and be able to supply your own resources for this class. As the course requirements change frequently, it would be helpful if you were teaching GCSE Music in a school and attending regular INSET days.

You will need to have some teaching experience, preferably also group teaching and you should have prepared children for Associated Board exams (or similar).

The children are lovely and most are reasonably motivated.

You need to be extremely committed and reliable and punctual. As there are children taking exams next term and there is usually a Christmas concert you should aim to be present for all 10 sessions, although it is reasonable to put in a dep for up to 2 sessions per term. We are looking for someone who intends to make teaching part of their career, and is looking for a reasonably permanent position (at least 1 year).

If you are interested in either position, please complete and return the application form with an up-to date CV and covering letter/email. Please make sure your CV is appropriate to an application for a teaching position, not merely a performer's biography! Please also include details of referees.

If you would like to pass this on to other colleagues, please do.

Regards,

Fiona Johnson,
Musical Director, QYMC.

Please email your completed application to :
fiona@qymc.org

or post to:
Fiona Johnson
13 Manningtree Road
South Ruislip
Middx
HA4 0ER



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Further Vocational Education and Training			
Name of college/university	Examinations passed		
	Subject	Level	Grade

Membership of professional bodies	
Name of body or association	Grade of membership or qualifications

Employment history (most recent first)

(Please tell us about the jobs you have held over the past 10 years and provide an explanation for any gaps in employment) Continue on an additional sheet if relevant to the post applied for.

Full / part time	Name, address and contact number of employer	Position held



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Please state how your experience, skills, knowledge and training gained both inside and outside paid work or through study meet the needs of the post.

Please describe your personal philosophy and approach to teaching theory/aural in a Saturday music club.



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Rehabilitation of Offenders Act 1974 (exemptions order 1987)

Due to the nature of the work for which you are applying this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore required to state whether or not you have any convictions or criminal charges or summons pending against you whether or not your conviction is regarded as 'spent'. Successful applicants will be required to apply for a disclosure from the Criminal Record Bureau. A conviction will not necessarily prevent employment. Please see policy statement on recruitment of ex offenders included with this form.

Do you have any record of criminal convictions? Yes No

Have you ever been disqualified from working with children? Yes No

If you answered Yes to either of the above questions, please provide details below:

References

Please give details of two referees, the first of which should be a current or most recent employer or College/University Professor.

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Job Title:	Job Title:
Tel no:	Tel no:

Schools Policy Statement on the Recruitment of Ex-Offenders

Exemption from the Rehabilitation of Offenders Act 1974

Ex-offenders have to disclose information about spent, as well as unspent convictions if the job for which they are applying is exempted from the Rehabilitation of Offenders Act 1974.

How this affects school based jobs

All school based jobs are exempt from the Rehabilitation of Offenders Act as the work brings teachers into contact with children who are regarded by the Act as a vulnerable group. **Applicants for school based jobs must, therefore, disclose all spent and unspent convictions.**

All applicants who are offered work in a school will be subject to a criminal record check from the Criminal Records Bureau before an appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. The successful applicant may not be eligible to start work until the Council has received notification from the Bureau.

Having a criminal record will not necessarily bar someone from working in a school. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

Schools undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

When reaching a recruitment decision the following factors will be taken into account:

- Whether the conviction or other matter revealed is relevant to the position in question
- The seriousness of any offence or other matter revealed
- The length of time since the offence or other matter occurred
- Whether the applicant has a pattern of offending behaviour or other relevant matters
- Whether the applicant's circumstances have changed since the offending behaviours or the other relevant matters, and
- The circumstances surrounding the offence and the explanation(s) offered of the offending person.

There are, however, particular offences that would automatically prevent an offer of employment in a school being confirmed. These include:

- Rape
- Buggery
- Incest
- Unlawful sexual intercourse
- Indecent assault
- Gross indecency
- Taking or distributing indecent photographs

Other offences which make it unlikely (although not automatic) for an offer of work in a school to be confirmed include the following:

- Violent behaviour towards children or young people
- A sexual, or otherwise inappropriate relationship with a pupil (regardless of whether the pupil is over the legal age of consent)
- A sexual offence against someone over the age of 16
- Any offence involving serious violence
- Drug trafficking and other drug related offences
- Stealing school property or monies
- Deception in relation to employment as a teacher or at a school, for example false claims about qualifications, or failure to disclose past convictions
- Any conviction which results in a sentence of more than 12 months imprisonment
- Repeated misconduct or multiple convictions unless of a very minor nature.

If appropriate, applicants will be invited to discuss disclosure information before a final recruitment decision is made.

It may be necessary at times to update the records of existing teachers. Existing teachers who are found to have criminal records will not be dismissed as a matter of course. Each case will be considered on its merits, and an assessment of risk and relevance will be involved.

The school has adopted the Criminal Records Bureau's Code of Practice on the use and handling of Disclosure information and will adhere to it under all circumstances. A copy of the code is available on request.