



OUNDLLE

School

Job Title: Teacher of Alexander Technique

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive schedule.

Background to Post

Oundle School is one of the country's premier co-educational boarding and day schools, with 860 boarding and 250 day pupils. A further 260 day pupils attend Laxton Junior School. The School has a turnover in excess of £30m and a staff of 700.

The Music Department is very strong with nine full-time teachers and forty five part-time visiting teachers, and is renowned for the quality of its teaching of music.

Department:	Music
Section/Department/Team:	Alexander Technique
Responsible to:	Head of Strings
Responsible for (staff):	n/a

Job Purpose:

To provide high calibre Alexander Technique lessons for pupils, to enable them to perform musically to the high standards expected by the School and to achieve their full potential as musicians. This will be primarily achieved through one-to-one lessons, working with teachers and assisting with ensembles and coaching as required.

Duties and Responsibilities:

- Teaching Alexander Technique to pupils aged 11 – 18
- Demonstrating techniques to pupils
- Timetabling lessons and organising lessons
- Writing reports and assessments
- To carry out administrative tasks in relation to the role
- To carry out any other duties commensurate with the post as may be reasonably required by the line manager

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

PERSON SPECIFICATION

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

ESSENTIAL ATTRIBUTES	DESIRABLE ATTRIBUTES
QUALIFICATIONS	
Qualified Teacher of Alexander Technique, registered with a professional body such as STAT or PAAT	
SPECIALIST SKILLS & EXPERIENCE	
Previous Teaching experience of 1:1 and small group sessions Working knowledge of IT such as email and Word	Professional teaching experience Working with pupils
PERSONAL QUALITIES	
Team Player Good verbal and written communication skills Efficient Enthusiastic approach in all dealings with pupils, colleagues and parents	

Note:

Every job description in the organisation will be subject to a review either:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in strategic direction, or
- as a result of a team/ operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within ten months of appointment

It is the shared responsibility of the job-holder and their Manager to ensure that job descriptions are kept up to date.

EMPLOYMENT INFORMATION

This post is subject to a ten month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

Hours of duty: Due to the nature of the role you are required to working during term time only. The number of hours per week are variable depending on individual pupil demand. The anticipated number of lessons will be confirmed at the beginning of the Michaelmas Term and where necessary, (because of changes in the pupil pattern) reviewed and agreed on a Termly basis. All meal breaks are non-working hours and unpaid.

Salary: £30.81 per hour + £3.69 holiday pay per hour worked (based on 28 days per holiday year inclusive of bank and public holidays).

Holidays: Not to be taken during Oundle School term time. Holiday entitlement for staff working 52 weeks will be 28 days' paid holiday in each complete holiday year, inclusive of bank and public holidays. This will be pro-rated for staff working less than 52 weeks. The public holiday dates will be published annually and communicated to staff. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).

Closing date: 8 June 2016 (9am) / Interview date: 16 & 17 June 2016

Application forms should be returned to:

Vania Murphy, Recruitment Coordinator
Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE
Email: recruitment@oundleschool.org.uk / Tel: 01832 277196