

Closing date:

Monday 31 March 2025 (9am)

We reserve the right to appoint before this deadline and encourage early applications.

Interview date(s):

w/c 21 April 2025

Information pack for the role of **Visiting Music Teacher Organ**

City of London School	2
Our Strategic Aims	3
Job Description	4
Person Specification	6
Other reasons to work with us	7
How to Apply	8



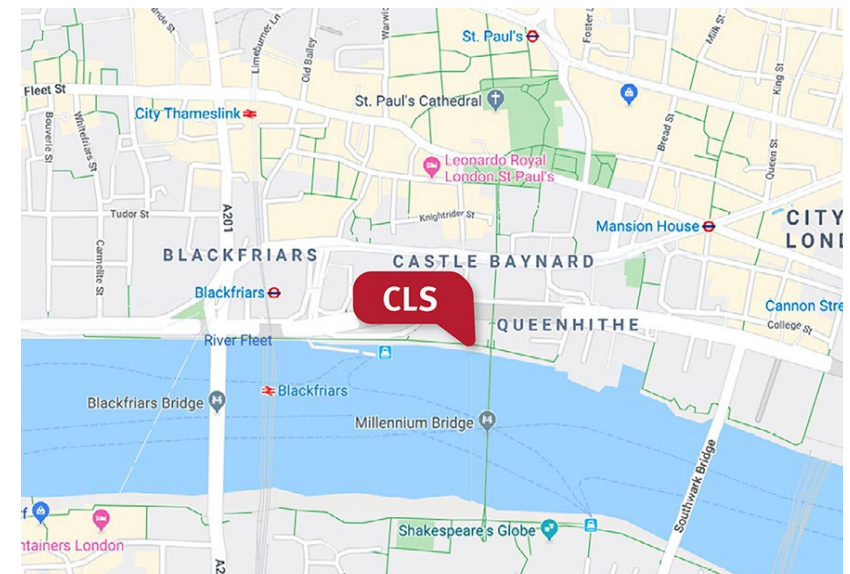
City of London School

We understand that for pupils to thrive they must be happy. It is why we cherish individuality, shun stereotypes, and encourage every pupil to be the very best version of themselves. With a vibrant, multicultural city on our doorstep, we draw strength from difference, recognising that diverse perspectives can help answer big questions.

As a result, every member of our community is keenly aware of their responsibility and capacity to make a difference. We ensure our pupils are ready for the rapidly changing demands of the coming decades. This shows in our commitment to academic excellence and in our restless curiosity and desire to improve in everything we do.

We aim always to provide an education in the broadest sense, combining academic excellence with exceptional pastoral care, framed by an outward-looking and forward-thinking approach. We also strive to make that education available to as many talented pupils as possible, through transformational bursaries for those who may not otherwise be able to afford the fees.

We aspire to attract a staff that matches the social and cultural diversity of the CLS community. We welcome applications from anyone with the relevant skills and abilities, and particularly from those who may not previously have thought of applying to a school such as ours.



www.cityoflondonschool.org.uk



Our Strategic Aims



Kind - We understand how excellent pastoral care underpins every achievement. We support and help to develop our pupils' health, happiness and well-being so that they can succeed at school and beyond. We nurture self-development and self-awareness so that every member of our community can become the best version of themselves. Every person has equal value, and we treat others as they would like to be treated. We have empathy for others – at school, in our community and in wider society. Our relationships are warm, honest and supportive.

Aware - There is strength in difference. Reflecting the multicultural city on our doorstep, our pupils and staff embrace and celebrate diverse voices, recognising that they improve their understanding of the world. We nurture a deep-seated sense of social responsibility. Our pupils know that there are others less fortunate than they are and strive to make a positive difference at school and beyond. We are active partners. We have a strong relationship with the City of London Corporation and the other City Schools, including the City of London School for Girls. Our wider community makes us powerful. We are enriched both by an extensive programme of transformative bursaries and by our collaborations with schools, businesses, arts organisations, and many other partners across London.

Ready - We are unashamedly academic. Our teaching is rigorous and exceptional, and our teachers challenge pupils appropriately and sensitively, so that they can thrive in university, work and life. We stimulate curious minds. Our boys have a restless inquisitiveness and lifelong joy of learning which equips them for a fast-changing world. Our staff strive constantly to adapt and develop their practice. We explore our passions and encourage our pupils to discover what excites and inspires them. It helps them become rounded people, well placed to forge their own path through life. We shape the future. Our boys combine kindness, respect and curiosity to become the leaders of tomorrow, creating positive change in our society. .

Our [Strategic Vision 2024-2029](#) is available to read in full on the CLS website.

Job Description

Job title:	Visiting Music Teacher - Organ
Department:	CLS
Salary:	£38.73 p/h
Location:	City of London School, 107 Queen Victoria Street, London, EC4V 3AL

Purpose of Post

City of London School is seeking to appoint a well-qualified and inspirational Teacher of Organ, able to take on pupils from beginner level to post Grade 8 standard. The postholder will ideally have experience in both teaching and performance. The postholder would have the ability to and willingness to advocate for City of London School pupils within the organ community and be able to foster our relationship with the Royal College of Organists and other affiliated schools.

Visiting Music teachers promote and deliver individual lessons and coach/direct ensembles as necessary as part of the Music Department.

All VMTs are line managed by the Director of Music and Head of Instrumental Music, and staff work will be monitored by one of the two, on rotation, in any given academic year, to include lesson observation. Standards of teaching and learning are high, and staff are expected to have a growth mindset and be open to sharing and developing best practice as part of a team. The Music Department Administrator works with the Head of Instrumental Music to ensure the smooth running of the VMTs work at CLS and is the first port of call.

Main Duties & Responsibilities

- » Adhering to the school's rigorous safeguarding policies and undertaking any training as required, including INSET days
- » Delivering weekly one to one instrumental lessons from beginner through to diploma level
- » Promote healthy ways of playing techniques informed by recent pedagogy through effective and inspiring demonstration
- » Preparing students for practical music exams and teaching any relevant theory/ aural, and for the practical component of GCSE and A level examinations as requested by the full-time music staff
- » Maintaining effective notes on pupils and offering timely and useful feedback to inform their practice between lessons
- » Promoting and supporting a positive and inclusive musical education
- » Advocating for CLS students within the organ community, showcasing the organ in City of London School's Great Hall, and securing performance opportunities for students across London
- » Fostering our relationship as an accredited institution of the Royal College of Organists and other affiliated schools
- » Contributing to preparation for events around the Organ's 40th birthday in 2027
- » Preparing pupils for Organ Scholarship auditions as part of the university application process
- » Collaborating with other keyboard teachers to develop a programme of study and associated resources, as well as hosting workshops on keyboard study days
- » Organising lesson timetables that consider the wider school calendar, adhering to the school's policy on lesson rotation and fixed lessons, and submitting schedules to the Music Department Administrator in a timely manner
- » Carry out the administrative procedures of the Department as agreed by the Director of Music and the school. This includes keeping accurate records of attendance as directed and ensuring the Attendance Policy is followed
- » Writing music reports in accordance with the school reporting cycle
- » Participating in extracurricular duties including school concerts, partnership work and other musical activities
- » Supporting the Head of Instrumental Music in mentoring Music Scholars
- » Undertake such training as may be reasonably required by the School and Corporation of London to meet the changing requirements of the School and the role or as may be necessary to fulfil the School's statutory or regulatory obligations.
- » Attend departmental meetings, normally arranged to coincide with the School Inset Days at the start of term, unless otherwise agreed with the Director of Music.
- » This job description is not intended to be all encompassing, and the post holder shall be required and invited to carry out other duties as necessary and required, commensurate with training and experience.

Person Specification

Please find below the qualifications, experience and technical skills required to undertake this post.

Qualifications and Experience

- » Well-qualified graduate in the appropriate subject discipline
- » Several years' experience of teaching the subject at an appropriate level is required

Skills

- » Good oral and written communication skills
- » Engaging presence with excellent subject knowledge and a passion for encouraging wider debate and research, with the ability to encourage active and independent learning
- » An appreciation of pupils' differing needs and an ability to employ flexible teaching strategies, as appropriate
- » The ability to work as part of a team and to develop and maintain positive relationships with teaching and support staff
- » The ability to develop and maintain positive relationships with parents and outside agencies
- » The ability to accept and respond positively to constructive criticism

Commitment

- » A desire to develop his/her professional knowledge, skills and experience in order to maximise pupils' achievement
- » A willingness to contribute to the overall life and well-being of the School

Recruitment – Note to Applicants

- » The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.
- » Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

How to Apply

All applications must be completed by following the instructions on the City of London School website vacancies page:

www.cityoflondonschool.org.uk/vacancies

We reserve the right to appoint before this deadline and encourage early submissions.

Closing Date: **Monday 31 March 2025 (9am)**

Interviews will be held **W/C 21 April 2025**



City of London School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

We welcome applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake.

To view our Recruitment Policy, please [click here](#). To view our Safeguarding Policy, please [click here](#).

Further information about the School and a copy of the 2021 ISI Inspection report is available on the website. www.cityoflondonschool.org.uk



City of London School

City of London School
107 Queen Victoria Street
London EC4V 3AL

cityoflondonschool.org.uk
020 3680 6300



Proud to be part of the
City of London Corporation