

# DEPUTY TEACHERS – FLUTE, SAXOPHONE, JAZZ PIANO ALEXANDER TECHNIQUE & DALCROZE EURHYTHMICS.

RCM Junior Department

Job reference number: 700-23



## Applicant Information Pack

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### Closing date

9am Wednesday 22 March 2023

### Interview date

Wednesday 29 March 2023

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## Role Description

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<b>Role title</b>	Deputy Teacher
<b>Department</b>	Junior Department
<b>Responsible to</b>	Head of Junior Programmes
<b>Liaises with</b>	<b>Internal</b> Head of Junior Programmes; Assistant Head of Junior Programmes; RCMJD Administrator; Performance Manager & Administrative Coordinator; Permanent Junior Department Teachers  <b>External</b> RCMJD Parents and pupils
<b>Job overview</b>	<p>The Royal College of Music Junior Department (RCMJD) is a specialist term-time only Saturday school offering advanced training to musicians between the ages of 8 and 18. Students combine studying at RCMJD with their general education at their chosen week-day school. Students come together at the RCM London each Saturday for a tailor-made programme of individual instrument/voice/composition lessons, chamber music, orchestral and choral training, and general musicianship. Our staff are professional performers/composers as well as teachers and offer the highest standards of tuition and coaching. Most RCMJD students continue their musical studies at the RCM or other major conservatoires/universities.</p> <p>Many of our permanent, highly skilled RCM Junior Department teachers are 'in demand' performing musicians and as a consequence, we understand the importance of allowing them to accept occasional external work on RCMJD Saturdays. Therefore, the RCMJD is seeking to engage accomplished deputy teachers to join our vibrant and thriving department.</p> <p>We particularly encourage applications from Black and ethnically diverse candidates, as these groups are currently underrepresented within teaching roles at the Royal College of Music Junior Department.</p>

## Key Responsibilities

Successful candidates will be expected to:

- Teach individual first and/or second study lessons to pupils ages 8 - 18
- Manage the administrative tasks required by the RCMJD e.g. keeping registers up to date
- Assess, record and report as required on the development, progress and attainment of pupils
- Prepare pupils for RCMJD assessments, concerts and competitions (as appropriate)
- Be aware of the concert schedule of the RCMJD,
- Contribute to the RCMJD's Chamber Music programme (if applicable)
- Adhere to health and safety standards and work in line with Child Protection legislation
- Undertake Level 1 Safeguarding training once every three years (either online or through in-house training)
- Maintain effective channels of communication with the RCMJD office via email and telephone
- Promote the general progress and physical/emotional wellbeing of all RCMJD pupils

## Special Factors

Any appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
<b>Qualifications</b>	Widely recognised and highly respected practitioner, either as a performer or teacher	Essential	AF
	Music degree (or equivalent)	Essential	AF
	Teaching diploma or relevant teaching qualification	Desirable	AF
<b>Experience</b>	Relevant experience of teaching gifted and talented students aged 8 -18	Essential	AF, INT, ST
	Experience of teaching in a specialist music school or nationally recognised musical organisation (e.g. NYCGB, NCO etc)	Desirable	AF
	An awareness of access and representation issues in classical music'	Desirable	AF
<b>Personal Attributes</b>	Able to teach to an exceptionally high level of technical and musical proficiency	Essential	AF, INT, ST
	Able to communicate effectively with pupils, parents and colleagues both verbally and in writing	Essential	AF, INT
	Able to work unsupervised and use initiative	Essential	AF, INT
	Well organised and self-motivated	Essential	AF, INT
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life.	Essential	AF, INT

AF = Application Form    INT = Interview    ST = Selection Test

The duties and responsibilities assigned to the post may be amended by the Head of Junior Programmes within the scope and level of the post.

## Terms of Engagement as a Deputy Teacher

<b>Start date</b>	Successful candidates should be available to deputise from April 2023
<b>Deputy teacher list</b>	<p>The deputy teacher list functions as a pool of available deputy teachers who may be called to deputise for JD teachers as and when the need arises.</p> <p>Entry on the deputy teacher list is made subject to two satisfactory references, proof of highest relevant educational or professional qualifications, a Disclosure and Barring Service check at the Enhanced Level (child workforce) and original proof of right to work in the UK.</p>

<b>Hours of work</b>	RCMJD operates on Saturdays during term-time only.  Deputy teachers are called to fill in for JD teachers, typically for a minimum of 2 to 8 hours each deputising Saturday (depending on scheduling and the timetable of the JD teacher being covered).
<b>Rate of pay</b>	The current rate of pay for Junior Department teachers is £40.27 per hour  Deputy teachers are paid through the RCM payroll
<b>Work permit</b>	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role for which the RCM will act as a sponsor for a visa application.
<b>DBS check</b>	Any appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).
<b>Pension</b>	The National Employment Savings Trust (NEST) is available for all junior department teachers, regardless of earnings. Employment with the Royal College of Music is automatically pensionable and teachers are enrolled in the scheme if they meet minimum criteria, unless they elect not to join the scheme. Employees electing not to join NEST may apply to join at a later date but this will be at the discretion of NEST and is not guaranteed. Details of the scheme are available from the NEST website: <a href="http://www.nestpensions.org.uk">http://www.nestpensions.org.uk</a> . Employer contributions are paid for members of NEST but are not made available for personal pension plans.

## About Us

<b>The College</b>	Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 50 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and amateurs. The RCM was ranked as the global top institution for Performing Arts in the 2022 QS World University Rankings by subject.
<b>Staff</b>	The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.
<b>Location</b>	The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of

the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

**Junior Department** The Royal College of Music Junior Department (RCMJD) is a specialist term-time only Saturday school offering advanced training to musicians between the ages of 8 and 18. Students combine studying at RCMJD with their general education at their chosen week-day school. Students come together at the RCM London each Saturday for a tailor-made programme of individual instrument/voice/composition lessons, chamber music, orchestral and choral training, and general musicianship. Our staff are professional performers/composers as well as teachers and offer the highest standards of tuition and coaching. Most RCMJD students continue their musical studies at the RCM or other major conservatoires/universities.

More information about the RCMJD is available to the [RCM website](#)

## How to Apply

To apply, please submit your **1) Cover Letter** and **2) CV** along with a completed **3) Equal Opportunities form** (available to download from the [RCM website](#)) and submit in PDF or Word format to [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk).

In your **Cover Letter**, please state clearly your musical discipline and outline how you meet the criteria set out in the role description and person specification for the role. Please also confirm that you have the right to work in the UK and hold an appropriate work permit where relevant, as without this information we are unable to process your application.

**Closing date** 9am Wednesday 22 March 2023

Applications received after the stated closing date will not be considered.

**Interview date** Wednesday 29 March 2023

If you have any questions about this position or the application process please contact a member of the recruitment team on; [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk). If you need to receive this documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

Miranda Francis  
Head of Junior Programmes  
March 2023

