

Information pack for the position of

Visiting Music Teacher Harp Specialist



YOU CAN AT CALNE

ST MARY'S CALNE
ST MARGARET'S CALNE
ST MARY'S CALNE SPORTS CLUB



Thank you for your interest in joining our team. I hope this recruitment pack offers an insight into our very special community, set in the heart of Wiltshire, and encourages you to apply.

St Mary's, a senior boarding and day school for girls, and St Margaret's, a co-educational prep school and nursery for children aged 2–11, share a beautiful 27-acre campus. Our outstanding facilities support a rich and diverse educational offering. We take great pride in the exceptional outcomes achieved by our pupils, the high standard of care we provide and the breadth of opportunities available to every child.

Our commercial Sports Club further enhances life on campus, offering a 25-metre swimming pool, sports hall, climbing wall, dance studio and a state-of-the-art gym.

At the heart of both schools is a warm and supportive community. Our core values of curiosity, compassion, and courage are demonstrated daily by pupils and staff alike, reflecting our shared belief that You Can at Calne, academically, creatively and personally.

Every colleague plays a vital role in helping our pupils flourish. We are a dedicated and collaborative team who, together, and in many different roles across the site, contribute to the success of our exceptional schools. We very much look forward to hearing from you.

With best wishes,

Anne Wakefield, Head



ST MARY'S CALNE
GIRLS' BOARDING & DAY



ST MARGARET'S CALNE
CO-EDUCATIONAL NURSERY & PREP



ST MARY'S CALNE
SPORTS CLUB



About us

St Mary's Calne

St Mary's Calne is a leading UK boarding and day school for girls aged 11 to 18 in Wiltshire, shaped by the values of our full boarding ethos. We cultivate a vibrant and supportive community where every pupil is known, valued, and inspired to flourish. Our aim is to develop in each pupil confidence, independence, and the sense of purpose they need to succeed, supported always by a kind and caring community.

We are deeply committed to academic excellence, achieving outstanding results through exceptional teaching and a culture of curiosity, ambition, and intellectual growth. Our exceptional facilities provide a vibrant foundation where each pupil is inspired to learn inside and outside the classroom.

We support the evolving aspirations of every pupil and equip each of them with the knowledge, skills, and self-belief to shape their own future and thrive in a rapidly changing world.

St Margaret's Calne

St Margaret's Calne and Bluebird Nursery, located on the same site with St Mary's Calne, provide a rich and dynamic educational experience for boys and girls aged 2 to 11. Dedicated to fostering an inclusive and dynamic community, every child is empowered to flourish and grow in our happy school.

Exceptional pastoral care lies at the heart of everything we do. We take time to know each pupil as an individual, nurturing their confidence, curiosity, and character with warmth and dedication.



Beginning at the age of two in our year-round Bluebird Nursery, children start their learning journey through play, exploration, and rich early experiences that build confidence, curiosity, and independence. From the age of three, they enjoy specialist teaching in sport, swimming, computing, French, and music, nurturing their talents and broadening their horizons.

In the Prep School, our outstanding teachers inspire academic excellence, which is celebrated alongside a vibrant and extensive programme of extracurricular activities designed to develop every child's unique interests and skills. The exceptional facilities that include a theatre, science labs and sports centre with swimming pool, are designed to inspire curiosity and support every aspect of growth and learning.

Calne culture

Our expectations guide every pupil to grow with integrity and confidence:

- **Be bold** - Step forward with confidence and pursue your goals with determination. Stand up for what is right, even when it is not easy.
- **Be kind** - Treat others with respect and compassion. Help build a community where everyone feels valued for who they are.
- **Be you** - Celebrate your individuality and be true to yourself whilst upholding the values of our community.

School values

Curiosity - Passion/enthusiasm for learning and discovery.

Compassion - Commitment to kindness, empathy, and understanding.

Courage - The strength to face challenges and stay true to one's values.



Applying

How to Apply

To ensure fairness, and compliance with safer recruitment for schools, applications will only be accepted on a school application form.

Applicants should send a fully completed application form, together with a covering letter explaining why they think they would be a good match for the role, to the recruitment team:

recruitment@stmaryscalne.org

Receipt of an application will be acknowledged as soon as possible.

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your sensitive personal data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation. Following this notice, any inclusion of your sensitive personal data will be understood by us as your express consent to process this information going forward. Please do not give the details of any third parties (e.g. referees) who have not previously agreed to their inclusion.

We are 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 (DBS).

St Mary's Calne and St Margaret's Calne fully recognises its responsibilities for child protection

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures which includes undertaking necessary training. We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation. We follow the child protection procedures set out by 'Wiltshire's Safeguarding Vulnerable People Partnership'.

We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education 'Keeping Children Safe in Education 2025' and are aware of our obligations under the Human Rights Act 1998 and Equality Act 2010. Our policy takes full regard to 'Working Together to Safeguard Children 2023' (WT), 'What to do if you are Worried a Child is Being Abused (2015)' and the National Minimum Boarding Standards (2022). At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils. Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children. Staff are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned; and should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.



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JOB DESCRIPTION

Visiting Music Teacher – Harp

Terms of the Role

Department:	Music
Reports to:	Director of Music
Location:	St Mary's School, Calne
Contract type:	Permanent contract, hours subject to demand from pupils for Harp lessons
Remuneration:	Hourly paid, from £36.44 per hour
Start date:	As soon as available subject to employment checks

The Role

This Visiting Teacher should be an enthusiastic and inspiring Harp specialist primarily delivering individual lessons with the possibility of taking on some ensemble lessons. The teacher will plan, prepare, and teach lessons and prepare pupils for examinations and performances as part of our successful Music Department team.

Hours are determined by demand by pupils for each individual instrument which means hours and pay may fluctuate both up and down. At the time of writing the current need is approx. 5 hours per week. Specific working days can be agreed between the teacher and the Director of Music.

Main Duties

A Visiting Music Teacher has the central responsibility of encouraging pupils to learn by making the subject taught both interesting and accessible. The pupil's success in acquiring new abilities, skill and understanding depends primarily on the quality of teaching we offer. Among the main responsibilities of the Visiting Music Teacher (who is accountable to the Director of Music) are:

- planning, preparing and teaching lessons in accordance with the specifications and syllabuses of Examination Boards (ABRSM, Trinity College London, and the London College of Music), as appropriate
- ensuring that all pupils are working at an appropriate level and pace
- setting and assessing private study/practice assignments regularly, and using these and other means to monitor the progress of pupils
- consulting as necessary about pupils who present problems either of learning or conduct
- checking attendance at lessons
- writing reports at the appropriate time for all pupils taught
- participating with departmental colleagues in developing the subject with the school; and keeping abreast of developments in the subject by attendance at in-service events as agreed with the Director of Music

- offering personal support to pupils and meeting parents to review pupils' progress
- sharing with departmental colleagues in undertaking the administrative tasks necessary to the effective running of the department.

No list of responsibilities can really encompass all that is asked of the Visiting Music Teacher; at the heart of all tasks is an active enthusiasm for the subject and an equally active enthusiasm for the young people being taught.

Individual lessons are 30 minutes in length and each pupil should receive around 33 lessons each year. For more advanced pupils, a double lesson is advised.

Person Specification

- Excellent facility in chosen instrument(s)
- Ability to be flexible with regards commitments on evenings
- An empathetic, enthusiastic and well-presented person, capable of inspiring confidence in pupils, parents and staff
- Ability to: work flexibly to fulfil the requirements of the post; prioritise; work calmly under pressure and respond positively to changing demands
- Excellent interpersonal and communication skills with very good written and spoken English
- Excellent organisational and time management skills; competency in the use of ICT for administration and teaching purposes
- An understanding of the expectations, ethos and aims of a full boarding school
- committed to the safeguarding and wellbeing of children and young people.

Further Details

While no job description can capture every responsibility associated with a role, all staff members may be required to perform additional reasonable and relevant duties as assigned by the Head.

St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an enhanced DBS check.

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. Extracts from the school's policy are appended as the final page of this document.

We are committed to being an equal opportunities employer. All applicants will be considered fairly and in accordance with applicable laws, irrespective of gender, marital status, race, religion, colour, age, disability, or sexual orientation.

Research indicates that candidates, particularly those from under-represented backgrounds, may hesitate to apply if they do not meet every listed criteria. If you believe your skills and experience align with this role, we encourage you to apply, even if you do not satisfy each requirement.

Further information about the schools may be viewed on the following websites:

www.stmaryscalne.org www.stmargaretsprep.org.uk www.smcsports.co.uk

www.calneindependentschools.org/work-with-us/