



# Recruitment Pack

## Peripatetic Music Teacher

**"We believe fundamentally in music for all and this aim lies at the heart of the huge variety of musical opportunities we have on offer."**

Dawn Wren, CEO



[www.berksmusictrust.org.uk](http://www.berksmusictrust.org.uk)



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Thank you for your interest in Berkshire Music Trust. I am delighted that you are considering a teaching position with us and I trust that you find that this recruitment pack provides you with all the information you require about the teaching posts and about working for us.

Berkshire Music Trust is proud to work with schools across the county, supporting teachers to ensure music is a central part of school life. We continue to offer numerous opportunities outside of schools in our music centres and through our huge range of ensembles and other activities.

This is an exciting time to be joining Berkshire Music Trust as we expand into different settings including Alternative Provision, Singing Cafes, and working in partnership with charities.

I hope that you will want to apply for one of our teaching posts and we look forward to hearing from you.

**Dawn Wren**

*Chief Executive Officer*

Berkshire Music Trust



## ***About Berkshire Music Trust***

Berkshire Music Trust is a charitable organization dedicated to promoting and supporting music education and performance opportunities across Berkshire, England.

We are the lead partner in the Berkshire Music Hub. Established to enrich the lives of young people and the wider community through music, the trust partners with schools, music educators, and local partners to provide a range of services. These include instrumental and vocal lessons, orchestras, choirs, and ensembles, as well as workshops and performances.

By offering these diverse programs, the trust ensures that students from all backgrounds have access to quality music education, fostering their creativity, confidence, and lifelong appreciation for the arts.

The trust also plays a vital role in advocating for the importance of music in education and personal development. It works to secure funding and resources that make music education more accessible, and it supports teachers and musicians through professional development opportunities.



## ***Vision, Mission and Values***

### **Vision**

Our vision is to enhance and enrich the lives of children, young people and adults through the unrivalled range of musical opportunities we offer.

### **Mission**

We work collaboratively to inspire and develop musicians through creative, enjoyable and enriching learning experiences. We seek to empower our community to achieve their potential, explore their own creative pathways and enjoy music in all its forms.

### **Values**

**Inclusivity** – We believe Music should be accessible for all

**Respect** – We respect each others views and lived experiences

**Transparency** – We are open and honest

**Innovation** – We continuously evolve and adapt to changing needs

**Responsibility** – We take responsibility for our mission

**Partnership** – We embrace partnership working

## Location



Berkshire Music Trust operates across the unitary authorities of West Berkshire, Reading, Wokingham, Bracknell Forest and the Royal Borough of Windsor and Maidenhead. We deliver music education in a range of settings, including schools and dedicated music centres in key towns such as Reading, Thatcham, Bracknell, Windsor, and Wokingham. These centres serve as community hubs where students (including adults) can participate in orchestras, choirs, ensembles, and instrumental lessons. Our main office is centrally located in Reading where we have our own dedicated building.

## Working for us

Working for Berkshire Music Trust is both rewarding and varied, giving staff the chance to make a real difference in young people's lives through music. Teachers and staff work in a friendly and supportive environment where creativity and teamwork are encouraged. The trust also supports the professional growth of its staff by offering training, workshops, and resources to help them improve their teaching and musical skills.

Our teachers are based in a local geographical area and have the guidance of a team leader who shares the same curricular expertise. Our structure ensures that you're never working in isolation—team leaders receive support from four experienced curricular heads, each overseeing two subject areas to ensure strong leadership and consistency across the board.

Our peripatetic teaching opportunities include group and some individual teaching as well as leading ensembles at our music centres. We also run our In2Music programme for KS2 where the whole class learns an instrument together making music accessible and fun for all. Training and resources are provided for this programme. There are also opportunities to get involved working in different settings such as SEND schools and Alternative Provision depending on your interests.

# ***Job description and person specification***

## **JOB DESCRIPTION**

Job Title: Peripatetic Music Teacher - Specialist

Region: Dependent on contract

Salary: Dependent on experience

Reporting Structure: Team Leader/Curricular Head

## **Primary Job Purpose**

Ensure the ongoing musical success of the region through:

- Delivering a portfolio of high quality inclusive music education including individual, small group and whole class teaching, projects and ensembles.
- Berkshire Music Trusts' primary customers include parents, children, schools, wider community music and Early Years' groups.
- To fulfil the role and its wide-ranging responsibilities successfully, a peripatetic music specialist teacher needs to be an effective team player, able to work in close partnership with members of the curricular and music centre teams. They are dedicated to offering high quality music education to all children and young people. Sound professional judgement, excellent musical and administrative skills are also essential.

## **Principal Responsibilities**

- Deliver a portfolio of teaching across individual, small group, whole class, projects, ensemble direction and inclusion work in line with the hours in your contract.
- Prepare, plan and deliver high quality lessons in line with the Berkshire Maestros Teaching Standards.
- Have knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Design learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners.

# *Job description and person specification*

## **Principal Responsibilities continued**

- Develop resources and adapt practice to suit the needs and interests of all learners.
- Involve students where appropriate in planning how they want to learn and make music.
- Understand different music exams and the specifications and choose the most appropriate ones to suit your learners' needs.
- Fulfil the teaching hours and directed time hours in line with your contract.
- Recruit new students in order to maintain your teaching hours.
- Promote Maestros opportunities including ensembles to your students.
- Ensure that all stakeholders are responded to promptly.
- Ensure that all deadlines are met.
- Ensure Speed Admin is up to date with attendance records, timetable and assessment grades of your pupils.
- Work effectively as a team member and share resources and knowledge.
- Give regular feedback to pupils and parents.
- Ensure you are a positive representative of Berkshire Maestros and maintain high professional standards.
- Promote, monitor and adhere to organisational "Safeguarding" policies and procedures.
- You have a duty to take care of your own health and safety and that of others who may be affected by your actions at work. You must co-operate with employers and co-workers to help everyone meet their legal requirements
- Promote and safeguard the welfare of all pupils and service users within the Berkshire Maestros, raising any concerns in accordance with Maestros protocols and procedures.
- Any other duties commensurate with the post that may be assigned by the CEO.

## **Role Specialisms**

- In-depth knowledge of your instrument specialism.

# Role specification

	Criteria
<b>Skills and Abilities</b>	A degree in music or professional experience as a performer. The ability to model and demonstrate effectively both on your instrument(s) and by use of the voice. A confident user of IT. Excellent and accurate standard of written and verbal communication
<b>Experience</b>	An effective learner with a track record of on-going development At least 2 years experience teaching a portfolio of work including small group, whole class and individual tuition. Experience of managing learning in groups: how to 'read the room' and create learning that offers a level of challenge and independence appropriate to age, ability, capacity and context. Experience of developing and adapting resources to respond to learners' interest and needs.
<b>Knowledge</b>	Ability to play and teach other instruments within your own family. Excellent pedagogical knowledge and skills to teach your first study instrument/ voice. Evidence of successful teaching practice is desirable. An excellent understanding of the promotion of good instrumental/ vocal health through good posture and/ or instrument hold. Knowledge of how to differentiate teaching to meet the interests, needs, and learning styles of a wide range of children and young people.
<b>Personal attributes and other requirements</b>	Well organised and able to manage your own time. Able to work to deadlines. The ability to work collaboratively and creatively to find solutions Motivated to maintain a high level of productivity and to strive for continuous improvement Be forward looking, with an open, growth mind-set. .



## ***Equality and Diversity***

Berkshire Music Trust aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or Civil partnership status, disability or age.

## ***Safeguarding and Child Protection***

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the Trust to ask for original qualifications and professional membership documents to be presented at interview as detailed on the application form. Berkshire Music Trust is committed to safeguarding and promoting the welfare of young people and applicants must be willing to undergo child protection screening, including checks with past employers, online checks and the Disclosure and Barring Service. Further information on our recruitment processes can be found on our website <https://www.berksmusictrust.org.uk/terms/>

# How to apply

To apply for any of our positions, please visit our website at <https://www.berksmusictrust.org.uk/about/work-for-us/>

Applications and accompanying declarations should be sent to our HR team at [jobs@berksmusictrust.org.uk](mailto:jobs@berksmusictrust.org.uk)

## Interview Process

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body. You will be interviewed by two members of the leadership and we will also assess your suitability to work with children.

You will also be required to teach a short lesson which will be observed and to perform a short piece or extract of a piece on your first instrument.

Berkshire Music Trust requests that all candidates invited to interview also bring with them:

- A current driving licence including a photograph, a passport and a birth certificate
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address
- Where appropriate any documentation evidencing a change of name
- Proof of entitlement to work and reside in the UK

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

## Policies and Privacy Notice

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<https://www.berksmusictrust.org.uk/wp-content/uploads/2024/09/BMT-Safeguarding-Policy-2024.pdf>

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