



Dear Applicant

Thank you for showing an interest in the Teacher/Tutor of Guitar post at Portchester Community School.

We are seeking to appoint a dynamic and innovative teacher. The successful candidate must be capable of maintaining the highest professional standards and place the child at the centre of everything they do. You will need to be an inspirational teacher with a 'can-do' attitude. If you match the description outlined above – then our great students would like to work with you.

As a school we invest heavily in support and training and have a commitment to individual professional development.

Visits to the school are welcome as well as informal discussions via telephone to support and inform your application.

Once again, thank you for showing an interest in this post and I wish you every success in your application.

Yours faithfully

Mr R Carlyle
Headteacher



Teacher/Tutor of Guitar
Permanent
Hours: 2.5 per week
Main Pay Range £28,000 to £38,810 p.a. (pro rata)
Unqualified Pay Range £19,340 to £30,172 p.a. (pro rata), dependent on experience and qualifications
Closing Date: Noon on Friday 6 January 2023

We are seeking a Teacher/Tutor of Guitar, with a passion for the instrument to teach/tutor individual students and small groups for 2.5 hours a week.

The successful applicant will be part of an environment in which the arts are valued and thrive. We have regular concerts and opportunities for students to showcase their talents. It is an exciting opportunity for someone to tutor a number of incredibly talented and committed young people in a very supportive environment.

The postholder will also be responsible for fulfilling the safeguarding requirements of the role and adhering to the school's safeguarding policy.

We are a growing 11-16 comprehensive school, the first in the UK to achieve the Unicef Rights Respecting School Level 2 status, and the base for one of the largest resourced provision for Physically Disabled students in Hampshire. Graded 'Good' across all standards by Ofsted, we pride ourselves in being highly inclusive and student focussed.

An Application Pack can be downloaded from our website at www.portchester.hants.sch.uk under the 'About Us' menu, or email: recruitment@portchester.hants.sch.uk

Please email your completed application to recruitment@portchester.hants.sch.uk or send to Portchester Community School, White Hart Lane, Portchester, Fareham, Hampshire, PO16 9BD, marked for the attention of Mrs Y Boxall, Personnel Services Leader. Please return the equalities monitoring form in line with the details shown on the form.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people.

Closing Date: Noon on Friday 6 January 2023

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful applicants will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Online searches will form part of the pre-employment checks on shortlisted candidates.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy or maternity, religion or belief and marriage and civil partnership.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. Applicants shortlisted for interview are therefore required to declare whether they have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected' and are not subject to disclosure. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>



Headteacher: Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, Hampshire PO16 9BD

T: 023 9236 4399 | **F:** 023 9220 1528 | **E:** office@portchester.hants.sch.uk | www.portchester.hants.sch.uk

Details about the post: Teacher/Tutor of Guitar	
<i>Salary:</i>	Main Pay Range £28,000 to £38,810 p.a. (pro rata) Unqualified Pay Range £19,340 to £30,172 p.a. (pro rata) depending on experience and qualifications.
<i>Contract Type:</i>	Permanent, 2.5 hours per week.
Safeguarding of pupils:	
<i>School statement:</i>	Portchester Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.
Context for the vacancy:	
<i>Start date:</i>	As soon as possible.
Terms and conditions:	
<i>School statement:</i>	This post is offered subject to the terms and conditions laid down in the School Teacher's Pay and Conditions Document 2021.
Equalities Statement:	
<i>School statement:</i>	<p>The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with students and parents of the school.</p> <p>The Governing Body recognises the value of a diverse and inclusive workforce and governors and managers will operate at all times within the requirements of anti-discrimination legislation and will promote equality in its staffing decisions.</p> <p>The Governing Body will, wherever possible, make reasonable adjustments to recruitment processes, working conditions or the working environment, to help overcome practical difficulties created by applicants or members of staff who have a disability.</p> <p>The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or belief, sex or sexual orientation.</p> <p>All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.</p>

Information about the recruitment and selection process:	
<i>Closing date for applications</i>	<p>Please email your completed application form to recruitment@portchester.hants.sch.uk by noon on Friday 6 January 2023. If you intend to email the equality monitoring form, please send in a separate email to recruitment@portchester.hants.sch.uk with the title: 'Confidential - equality monitoring form'.</p> <p>If you submit your application form by post, please return the equality monitoring form in a sealed envelope along with your application.</p> <p>If you would like confirmation that your application has been received, please contact the school on 023 9236 4399 or email: recruitment@portchester.hants.sch.uk</p>
<i>Interview date:</i>	To be advised.
Employment checks required:	
1	Fully completed application form
2	Rehabilitation of Offenders Act declaration
3	Right to work in the UK
4	Disclosure and Barring Service check.
5	Employment history including explanation of any gaps
6	Proof of academic and professional qualifications
7	Occupational Health check
8	Professional character references

If you have any questions about the detail contained within this document or any other aspect of the information sent to you, please do not hesitate to contact the school.

School policies including the Recruitment Policy and Equality Policy are available on request.



APPLICATION GUIDE

Vacancy Details

Details of the terms and conditions of the post are included in the Vacancy Details document. This gives information about the post, grade and salary and underlines the school's commitment to safeguarding children and young people and to equality of opportunity for all. Details of the closing date for applications, interview date, interview panel and selection procedure are included. The employment checks undertaken for the successful candidate are also shown on this document.

Job Description

This gives an overview of the purpose of the post and outlines the main core duties and any specific duties.

For a Support staff post, the Role profile describes the generic tasks of the post and may be supplemented with a Local List of Duties which specifies, at individual school level, the main duties of the role. The role profile also defines the necessary knowledge, skills and experience required at selection.

Person Specification

This outlines the qualifications, experience, skills and personal attributes which the successful candidate will need to possess. These elements are classified as either essential or desirable and are used as the basis for the shortlisting process. The person specification also outlines the basis by which other information collected as part of the recruitment and selection process will be assessed e.g. lesson/task observation, presentation, references.

The Application Form

Please ensure that you complete the relevant Hampshire County Council Teaching Staff or Support Staff application form, both of which can be downloaded from the school website at www.portchester.hants.sch.uk or the Hampshire County Council website. Please do not send a C.V. in place of the Hampshire application forms as this will not be accepted.

When completing your application form it is important to consider the Job Description/Role Profile and the Person Specification and include in your application evidence to demonstrate your skills and knowledge. Applicants should meet the essential criteria detailed in the Person Specification and it will be advantageous to demonstrate some of the desirable criteria.

Application Process

Once completed, please send your application form for the attention of Mrs Y Boxall, Personnel Services Leader, to arrive by the deadline specified in the advertisement and Vacancy Details information.

When received, we will hold your information securely, in line with our Data Protection policy and Privacy Notice for job applicants. Please refer to the Privacy Notice for Job Applicants available on our website.

Please remember to complete the Equalities Monitoring form which is included as part of the application pack and return it as detailed on the form. This information will enable the school to monitor the effectiveness of its equality policy and ensure that all staff and applicants receive fair and equal treatment at all times.

As part of this policy, it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The information on this form will not be shared with the selection panel and will be used for statistical purposes only. It will not form any part of a record on you as an individual, unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

All application forms are logged on receipt and although we do not currently acknowledge receipt, we are more than happy for you to contact the school for confirmation that your application has been received. Again, please contact Mrs Boxall by email (recruitment@portchester.hants.sch.uk), or via the school on 023 92 364399.

The Short-listing Process

The interview panel will undertake the short-listing process and candidates will be assessed against the job description/role profile and the essential and desirable aspects of the person specification. Candidates selected for interview will be contacted by telephone or email. Candidates will be advised of any tasks or lessons they will be asked to undertake as part of the selection process.

Please be advised that if you have not been contacted within two weeks of the closing date, your application has been unsuccessful on this occasion.

The Interview Process

The interview panel for all teaching posts will comprise the Headteacher, Mr Richard Carlyle, a member of the Senior Leadership team, usually either the Deputy Headteacher or Assistant Headteacher, together with the Subject Leader for the relevant department. For Subject Leader posts, a school Governor may also be included in the interview panel.

The purpose of the interview is to assess the candidate's suitability for the post and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information provided in your application form.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Candidates will be asked the same core questions relating to the requirements of the post, however relevant supplementary questions may also be asked.

During the interview process notes will be taken.

References

It is our policy to approach both referees noted on the application form **prior to interview** for a reference. As stated on the application form one of your referees must be your present employer e.g. Headteacher.

Offers of Appointment

Appointments are subject to satisfactory completion of all relevant pre-employment checks including a Disclosure and Barring Service check and medical clearance from the Hampshire County Council Wellbeing unit.

Statement on Safer Recruitment

Statutory Guidance “Keeping Children Safe in Education”, issued by the Department for Education, requires the school to have written recruitment policies and procedures in place to prevent people who pose a risk of harm from working with children.

The Governing Body recognise that promoting the welfare of children and young people is integral to the recruitment and selection process and essential to creating a safe environment for children and young people. The aims of the school’s Recruitment Policy are therefore to: attract and appoint the highest calibre of applicants; undertake recruitment and selection activities in a fair and transparent way and to ensure safer recruitment guidelines are followed to deter, identify and reject applicants and volunteers who are unsuitable to work with children and young people.

In accordance with the School Staffing (England) Regulations 2009, at least one person on an appointment panel will have undertaken safer recruitment training.

The full Recruitment Policy is available on request to any member of staff and all prospective applicants and volunteers.

The school’s Child Protection policy and Safeguarding policy are available on request or on the school’s website www.portchester.hants.sch.uk

What to bring to interview

Applicants selected for interview are asked to refer to the “Pre-employment checklist for Candidates” sent with the interview invitation letter and bring documentation as outlined. This will include original qualifications certificates and proof of identity (preferably photographic, such as a photocard driving licence or passport).

In order to meet our legal obligation under the Immigration, Asylum and Nationality Act 2006, the school must ensure that evidence has been seen and checked to confirm eligibility to work in the United Kingdom. Therefore, candidates selected for interview must bring relevant documentation to confirm this, as outlined in the Pre-employment Checklist for Candidates.

Thank you for your interest in this post at Portchester Community School.

Successful Confident Responsible

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



Job Description – Teacher/Tutor of Guitar

Purpose:	<ul style="list-style-type: none"> To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area, as appropriate. To monitor and support the overall progress and development of students as a Teacher/Tutor. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. To contribute to raising standards of student attainment. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
Reporting to:	Subject Leader.
Responsible for:	The provision of a full learning experience and support for students.
Liaising with:	Headteacher, Leadership Team, line manager, teaching staff, relevant support staff, LEA representatives, external agencies and parents.
Working time:	2.5 hours per week. Term time only.
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none"> To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department or Curriculum Area. To contribute to the Subject Area's Strategic Plan and its implementation. To plan and prepare courses and lessons. To contribute to the whole school's planning activities.
Curriculum Provision:	To assist the Subject Leader, the Leadership Team, line manager, to ensure that the subject area provides a range of teaching which complements the school's priorities.
Curriculum Development:	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Strategic Themes.
Staffing Staff Development: Recruitment/ Deployment of Staff	<ul style="list-style-type: none"> To take part in the school's staff development programme by participating in arrangements for further training and professional development. To continue personal development in the relevant areas including subject knowledge and teaching methods. To engage actively in the Performance Management Review process. To ensure the effective/efficient deployment of classroom support. To work as a member of a designated team and to contribute positively to effective working relations within the school.
Quality Assurance:	<ul style="list-style-type: none"> To contribute to the process of monitoring and evaluation of the subject area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement, where required. To review from time to time methods of teaching and programmes of work. To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
Management Information:	<ul style="list-style-type: none"> To maintain appropriate records and to provide relevant accurate and up to date information for the SIMS management system.

	<ul style="list-style-type: none"> • To complete the relevant documentation to assist in the tracking of students. • To track student progress and use information to inform teaching and learning.
Communications:	<ul style="list-style-type: none"> • To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • To follow agreed policies for communications in the school.
Marketing and Liaison:	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials. • To assist the Subject or Curriculum Leader to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.
Pastoral System:	<ul style="list-style-type: none"> • To promote the general progress and well-being of individual students and of the Tutor Group as a whole. • To liaise with a Year Leader to ensure the implementation of the school's Pastoral System. • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. • To evaluate and monitor the progress of students and keep up to date student records as may be required. • To contribute to the preparation of Action Plans and progress files and other reports. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate, as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff. • To contribute to PSHE and citizenship and enterprise according to school policy. • To apply the Behaviour Management policy so that effective learning can take place. • To meet with the Year Leader once per term to liaise over the progress of students.
Teaching:	<ul style="list-style-type: none"> • To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To ensure that ICT, Literacy, Numeracy, Assessment for Learning and school subject specialism(s) are reflected in the teaching/learning experience of students. • To undertake a designated programme of teaching. • To ensure a high-quality learning experience for students which meets internal and external quality standards. • To prepare and update subject materials. • To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. • To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of students as requested by external examination bodies, departmental and school procedures. • To mark, grade and give written/verbal and diagnostic feedback as required.

Safeguarding:	<ul style="list-style-type: none"> To ensure that all school and county child protection and safeguarding policies are adhered to and concerns are raised in accordance with these policies.
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Other Specific Duties: (to be discussed with Subject Leaders and Year Leaders before final job descriptions are issued)

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development, as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from an associated line management Leader to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: October 2022



Person Specification: Teacher/Tutor of Guitar

Qualification	Essential/ Desirable	Application	Reference	Interview	Lesson Observation
Good academic prowess evidenced through grades and qualifications	Essential	*			
Qualified Teacher Status specialising in the teaching of Guitar to GCSE Level, or relevant teaching course leading to QTS, or relevant skills, qualifications, expertise and experience to undertake the work.	Essential	*			
Skills, Knowledge and Aptitude					
Good methodology and classroom practice	Essential		*		*
An ability and commitment to work as a team member	Essential	*	*		
A commitment to supporting the work of tutoring	Essential	*	*		
Good classroom and management skills	Essential		*		*
Recent and relevant training attended	Desirable	*	*		
Extra-curricular interest and opportunity	Desirable	*	*	*	
Personal Attributes					
Hardworking, creative, enthusiastic and keen for new challenges	Essential	*	*	*	
Good communication skills	Essential	*	*	*	*
Good inter-personal skills	Essential		*	*	*
A flexible approach	Essential		*		
Safeguarding Children					
An awareness of and commitment to safeguarding and promoting the welfare of children	Essential	*		*	
Equality					
An awareness of and commitment to all aspects of equality	Essential	*		*	

*= will be evidenced at interview/application form/reference/lesson observation



Job Hazard Form

This form highlights hazards related to the role that could pose a risk to the post holder.

Role Title: Teacher/Tutor of Guitar

Manual Handling

The types of manual handling operation involved in this role are objects.

These manual handling operations are required on an infrequent basis.

The weights involved in these manual handling operations are up to 6-10kg.

Display Screen Equipment

This role will require the postholder to be a Display Screen Equipment User. This will involve use of a laptop/desktop computer, virtual learning platform.

Job Characteristics

This role involves working with children and young people between 11 and 16 years old. This role also involves working with children and young people with special needs including those with physical disabilities.

This role also has potential to involve verbal abuse and/or aggression and this is likely on an infrequent basis. The role is also likely to require behaviour management interventions for which the postholder will be trained

Work Equipment/Machinery

This role involves working with computers

COSHH (Control of Substances Hazardous to Health)

This role may require the postholder to change printer toner cartridges on an occasional basis.

Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible.



Dear Applicant

Equality Monitoring

Thank you for your interest in the Teacher/Tutor of Guitar vacancy at this school. The school operates an equality policy to ensure that all staff and applicants receive fair and equal treatment at all times. As part of this policy it is essential that we monitor the profile of our applicants in relation to their age, disability, gender identity, race, religion or belief, sex and sexual orientation.

The equalities monitoring form is designed to record and monitor the relevant data for this monitoring process. I would be very grateful if you could complete the form located in the Vacancies section of the website under 'Applications Forms and Equalities Monitoring Form' and return it to me.

The information on this form will be used for statistical purposes only and will not form any part of a record on you as an individual unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

I am making this request in accordance with the recommendations of the Equality and Human Rights Commission. However, if you wish to discuss the content of the form or the use of the data, please let me know.

Yours sincerely

Mr R Carlyle
Headteacher



Disclosure and Barring Service Policy Statement

Portchester Community School complies fully with the [Disclosure and Barring Service Code of Practice](#). We undertake to treat all applicants fairly and not to discriminate against anyone on the basis of conviction or other information provided.

Having a criminal record will not necessarily prevent an individual from being employed by a Hampshire County Council school. This will depend on the nature of the role, professional suitability and the circumstances, nature and background of the offences.

Portchester Community School recognises that access to criminal record information has to strike a balance between the rights of children and the vulnerable in society, an individual's right to privacy and the rights of ex-offenders to become rehabilitated into society.

We also use the Disclosure and Barring Service to support Hampshire County Council's corporate aims, specifically its commitment to ensuring that children and vulnerable groups are protected from harm with their welfare at the forefront of the Council's work.

We undertake to ensure that confidential and sensitive information about an individual's criminal record is handled fairly and properly and in accordance with the relevant legislation.

The policy statement will be reviewed at least annually.

Date: September 2022

Successful Confident Responsible

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.