

Dear Applicant

Thank you for the interest you have shown in this opportunity to work at Slough Borough Council. Slough Music Service is the local authority music service for Slough, based at Beechwood, a community school, conference & research centre and sports facility in the north-west of the borough.

We are a small team, tailoring our services to schools in line with the unique needs of a very special community whilst meeting the requirements of the local authority and government. We serve around 22,000 pupils in 5 nursery schools, 28 primary schools, 6 non-selective secondary schools, 1 Academy, 4 grammar schools and 3 special schools, as well as supporting musical activity in a variety of other settings across the authority.

Our key aims are:

- To provide creative, inspiring, life-long musical experiences for all in our community
- To develop and support exceptional music leaders for teaching and learning in the 21st century
- To meet and value the needs and aspirations of every young musician in Slough
- To enable and encourage every family in Slough to be a musical family

Our ethos is underpinned by the principals and values of Creativity, Sustainability, Diversity and Individuality

We aim to achieve this by delivering an integrated programme of vocal and instrumental tuition, CPD for staff across all specialisms and phases, and providing a range of supporting workshops and events. Some of this work is delivered directly by music service staff, whilst we place significant importance on enabling school-based staff and young music leaders to deliver music at a level appropriate to their skills. We also work with local and national partners to offer a broad range of opportunities for all.

Slough has an exciting, vibrant and diverse community. Creativity leads our ethos, keeping us at the leading edge of music development locally and nationally.

This information pack (which should be read in conjunction with the separate job description and person specification) gives a full explanation of the role, working for Slough Music Service and Slough Borough Council, which I hope will encourage you to apply for work.

Slough Music Service offers its hourly paid teachers a contract in line with teachers' pay and conditions. This means our staff the entitlement to sick pay, maternity rights and access to the teachers' pension scheme (which the music service contributes to on your behalf).

Our pay scale is aligned to the teachers' pay scale, mirroring points 4 and 5 on the unqualified scale and 3 to 6 on the qualified scale. These rates are available to all teachers whether they have QTS or not. Qualified teachers undertaking appropriate duties can also access rates equivalent to upper pay scale 1 to 3. Out teaching hours are agreed on a termly basis, one term in advance, which guarantees a minimum number of hours each term. We also pay mileage between school to car (45p per mile), motorcycle (24p per mile) and bicycle users (20p per mile).

Our hourly rate includes an amount for teachers to plan, prepare and assess their lessons (PPA time), and for attendance at training sessions (up to 5 days pro rata per year). Our hourly rate also includes an amount towards holiday pay.

Due to our focus on team teaching of whole classes, we can offer new teachers an extensive mentoring and induction programme, and experienced teachers the opportunity to team teach with other staff, and, where appropriate, undertake mentoring of new teachers.

You will find details of recent projects and events on our website which will give you a flavour of the type of work our staff are involved in. These are in addition to teaching instruments from whole class to individual lessons, music centres, courses and more.

To apply for this post you must complete an application form. Please do not include a CV in addition to your application form as they will not be read, but there is the opportunity for you to demonstrate your skills and experience in the personal statement. Particular attention should be given to the personal statement section within the application form.

Shortlisting is based on the candidate's ability to meet the selection criteria within the person specification. Therefore, it is essential that you outline clear examples and evidence of how you meet the requirements of the person specification. Examples and evidence should also relate back to the information given in the job description and person specification documents.

It is important that you complete ALL sections of the application form, including the Recruitment Monitoring Form as this provides us with important information to monitor the process of the appointment of individuals under current legislation and our equal opportunities policy. This form will be separated from your application form and will not be used for shortlisting or selection purposes.

Information on how to submit your application is given on the application form. Applicants who return their application form by email will be required to sign the application form, should they be invited for interview, to confirm that all the information provided on their form is correct. Candidates who are selected for interview will be contacted by telephone or notified in writing. We appoint teachers as demand arises, so it may be some time before you hear from us.

If you would like to discuss this position on an informal basis please contact Simon Lock, Head of Slough Music Service on 01753 759614.

I look forward to receiving an application from you.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S Lock', written in a cursive style.

Simon Lock
Head of Slough Music Service