

Community & Environment  
Corporate Director – Brendon Hills

Dear Candidate

Thank you for showing an interest in applying for a post with the Harrow Music Service.

I am enclosing a Council Teachers' application form along with a supplementary information form for Harrow Music Service. Please complete both forms fully and return them to me at the address shown below. CV's alone will not be considered. Your application will then be considered when we are next shortlisting for interview (usually once a term). If you have been successfully short listed you will be contacted and called for interview, during which you will be required to play a short piece.

Harrow Music Service provides instrumental tuition in all orchestral and band instruments, African drums, steel pans, guitar, voice, Indian music, Samba, drum kit, as well as providing curriculum support and supporting one-off projects to schools throughout the borough. In addition to this, Harrow Music Service teachers provide performances in schools.

Over the years Harrow Music Service has gained an enviable reputation for its high standards and diversification in the area of music and arts education.

I look forward to receiving your application form and hope to meet you at interview in the near future.

Yours sincerely

**James Wolfe**  
**Performance Co-ordinator**

Harrow Music Service, Harrow Arts Centre, Uxbridge Road, Hatch End  
Harrow, Middlesex. HA5 4EA  
**Telephone:** 020 8416 8960 **email:** harrowmusicservice@harrow.gov.uk  
**Website:** [www.harrowmusic.org](http://www.harrowmusic.org)  
**Fax:** 020 8416 8967

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## **INSTRUMENTAL SUPPLY TEACHER – JOB DESCRIPTION**

### **General Duties and Responsibilities**

The post-holder will be required to provide musical tuition to pupils in schools throughout the Borough consistent with the skills and expertise required for the post and in line with the Harrow Music School's Code of Practice.

### **Specific Duties and Responsibilities**

- To develop musical and technical skills at a level appropriate to the age and ability of the pupils.
- To monitor and record the progress of pupils and to liaise with the Harrow Music Service Manager, class-teachers, head-teachers, parents and other staff by making use of practice diaries; pupil profiles; pupil reports; maintaining Harrow Music Service record keeping files/folders; exam entry forms, workshops and festival documentation etc.
- To plan and implement schemes of work based upon Harrow Music Service Curriculum Maps and use a range of suitable materials to meet the learning needs of all pupils
- To produce and use written short-term lesson plans
- To actively encourage children to take advantage of the performance opportunities in schools and throughout the borough.
- To prepare and enter pupils for examinations where appropriate and to provide support and guidance to parents and pupils.
- To keep abreast of new ideas, teaching materials and methods and to share good practice with Harrow Music Service staff.
- To direct and assist as required in the running of instrumental ensembles and Borough Festivals.
- To attend parents' evenings and school concerts in schools
- To carry out any other duties appropriate to the needs and priorities of Harrow Music Service, consistent with the grade and qualifications of the post-holder, which take into account the particular skills, expertise and interests of the teacher in question.

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## INSTRUMENTAL SUPPLY TEACHER – PERSON SPECIFICATION

### Equal Opportunities

- The post-holder will be committed to equal opportunities in all aspects of the work

### Skills

The Post-holder will:

- Be an excellent practitioner on his/her main instrument (E)
- Be a competent practitioner on a range of instruments in the same family group (E)
- Have a clear understanding of good practice in instrumental teaching (E)
- Be a fluent reader of music (E)
- Be able to advise strategies to ensure high achievement (E)
- Have the ability to produce high quality schemes of work based on HMS Curriculum Maps (E)
- Be able to produce and implement high quality written lesson plans (E)
- Have a sound knowledge of Music ICT (D)
- Demonstrate an understanding of the way in which schools operate (D)
- Be able to operate professionally within a school environment (E)
- Have excellent communication skills (E)
- Have the ability to travel between schools within a designated timetable (E)

### Experience

The post-holder will have:

- Experience of working in primary and secondary schools (D)
- Experience of working in a group teaching situation (D)
- Experience of rehearsing and arranging for ensembles (D)
- Performance Experience (E)
- Knowledge of The National Curriculum for Music (D)
- Knowledge of *A Common Approach* (D)

### Education

The post-holder will:

- Be educated to diploma level or equivalent (E)
- Have a Music Degree (D)
- Have a PGCE (D)
- Be willing to undergo training and professional development as determined by Harrow Music Service (E)

### Personal Qualities

The post-holder will be able to :

- Work flexibly and cheerfully with colleagues in schools
- Demonstrate excellent inter-personal skills
- Work effectively and cooperatively as a member of a team (E) – *Essential, (D) – Desirable*

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## APPLICATION FOR TEACHING APPOINTMENT (School Funded Posts)

PEOPLE FIRST

**Confidential**

**This Council is an equal opportunity employer.**

*Thank you for your interest in our vacancy. Please complete this form after you have considered the **job description** and **person specification** for the post. In this way we hope to receive all relevant information in support of your application. Please tick the appropriate answer boxes. All information supplied on this form is subject to the provisions of the data Protection Act 1998 and will be treated in confidence*

**Note:** A Curriculum Vitae will **NOT** be accepted.

**Please use BLACK INK - To ease photocopying**

When completed please return to: \_\_\_\_\_

Post applied for: \_\_\_\_\_ Personal Reference No: \_\_\_\_\_

School/Service: \_\_\_\_\_ Closing date: \_\_\_\_\_

Where did you see this post advertised? \_\_\_\_\_

Are you applying for your first teaching post as a Newly Qualified Teacher ?  YES  NO

If you are appointed when can you take up your duties (date)?

### Personal Details

**Please use BLOCK CAPITALS in this section**

How would you like to be addressed in correspondence?

Surname/Family Name: \_\_\_\_\_ First Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Previous Name: \_\_\_\_\_

\_\_\_\_\_ Tel. No. (Home): \_\_\_\_\_

\_\_\_\_\_ (Work): \_\_\_\_\_

Post Code: \_\_\_\_\_ (Mobile): \_\_\_\_\_

Your email address: \_\_\_\_\_ Date of Birth 

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Alternative Address for correspondence:

From: 

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

 To: 

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you need a work permit?  Yes  No

Address: \_\_\_\_\_

National Insurance No: 

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Post code: \_\_\_\_\_

**Note:** Proof will be required

Tel No: \_\_\_\_\_

## Equal Opportunities Monitoring Information

We ask for your co-operation in providing the following information. The Council monitors its Recruitment and Selection process to assess the effectiveness of our Equal Opportunities Policy. The information given will be in strict confidence and will be used only in the monitoring exercise, which will help to achieve equality of opportunity in the Council's employment.

I consider my ethnic origin to be: (Tick appropriate box)

### Asian or Asian British

Bangladeshi	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Other Asian	<input type="checkbox"/>

### Black or Black British

African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Black Other	<input type="checkbox"/>

### Chinese or Other Ethnic Group

Chinese	<input type="checkbox"/>
Any Other Ethnic Group	<input type="checkbox"/>

### Mixed

White Black African	<input type="checkbox"/>
White Black Asian	<input type="checkbox"/>
White Black Caribbean	<input type="checkbox"/>
Mixed Other	<input type="checkbox"/>

### White

British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
White Other	<input type="checkbox"/>

### Gender

Female	<input type="checkbox"/>
Male	<input type="checkbox"/>

## Disability

The Disability Discrimination Act defines a "disabled person" as a person with: " **A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out normal day-to-day activities.**" *The following questions on disability are to help us assess what action we might take to offer positive opportunities for employment for people with disabilities. They in no way attempt to preclude applications from people with disabilities.*

Do you have a disability? Yes  No

If yes, please describe how the disability affects you. Also please state if there are any particular arrangements you would like us to make to assist you in the selection process.

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## Teachers' Pension

If you are appointed to a post full details will be sent to you.

**Note:** As a full time teacher you will automatically pay into the TP Scheme unless you have completed a form to opt out.

Do you contribute to the Teacher's Pension Scheme? Yes  No

Have you opted out of T.P.? Yes  No  If yes, date   Month   Year  
Proof will be required

Have you contributed to any other schemes? Yes  No

If yes, please give details: \_\_\_\_\_

**Note:** A part-time teacher will not pay in unless a special form (261) has been completed, making a part-time election.

Have you made a part-time election to T.P. Yes  No  If yes, date   Month   Year  
Proof of this will be required.

## Canvassing

Any candidate who directly or indirectly canvasses a Councillor, employee of this Council, or a Governor will be disqualified.

Are you related to a Councillor/employee of this Council? Yes  No

Are you related to a member of the governing body of a school in Harrow? Yes  No

If Yes, to whom? \_\_\_\_\_

# Educational Achievements and Training

Surname/Family Name: \_\_\_\_\_

Initials: \_\_\_\_\_

Post: \_\_\_\_\_

## 1. Teacher Status

Age range you are trained to teach \_\_\_\_\_ DfEE NO:   /

Subject(s) you are trained to teach \_\_\_\_\_

Are you available to teach FULL TIME?  YES  NO  or PART TIME ?  YES  NO

Are you recognised by the Department for Education and Employment (DfEE) as a qualified teacher in this country?  YES  NO  If yes, please give date of recognition:   Mth.   Yr.

Are you currently registered with the General Teaching Council?  YES  NO

Have you passed the threshold?  YES  NO  if yes, date passed   /   /    
(proof will be required)

### Induction/Probation

Have you started a period of induction/probation, as was required by the DfEE until Sept. 1992, and from Sept 1999?  YES  NO

Please give details: **(Proof will be required)** \_\_\_\_\_

Have you successfully completed a period of Induction/probation as a qualified teacher in this country as required by the DfEE until Sept.1992, and from Sept 1999?  YES  NO

If yes, please give date of completion: Month   Year   **Proof will be required**

## 2. Qualifications gained from age 11 years.

EDUCATIONAL/TRAINING ESTABLISHMENT.	SUBJECT(S)	FULL OR PART-TIME	GRADE	DATES (Month/Year)
<b>TEACHING QUALIFICATION(S)</b>				
<p>Do you hold a Catholic Certificate in Religious Studies ? YES <input type="checkbox"/> NO <input type="checkbox"/></p>				
<b>Others (eg. BTEC, C. &amp; G., Non Teaching First Degrees, Post Graduate or Equivalent)</b>				
<p><b>Note: Please be exact (1st, 2:1, 2:2, 3rd) as this will affect your teaching salary assessment. Proof will be required.</b></p>				
<b>A Level or Equivalent</b>				

EDUCATIONAL/TRAINING ESTABLISHMENT.	SUBJECT(S)	FULL OR PART-TIME ?	GRADE	DATE (MONTH / YEAR)
<b>GCSE/O Level or Equivalent</b>				

3. Are you currently undergoing a course of study?  YES  NO  If yes, please give details:

			Dates (Month /Year)	
			From	To

4. Membership of Professional Bodies/Institutes/Associations:

	Dates (Month /Year)

5. Please list briefly any courses, seminars and in-service training with dates, from which you feel you have acquired skills or knowledge directly relevant to the post for which you are applying.

	Dates (Month /Year)



Please give a brief outline of significant responsibilities/duties in your present or most recent post directly relevant to the post for which you are applying: (Continue on a separate sheet if necessary.)

**NOTE:** Please make sure each of any additional sheets you wish to attach are clearly marked with your Surname/ Family name, initials and the post for which you are applying.

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**3. Other skills and experience:** (not covered in previous experience /career history)

eg. other paid employment, voluntary work, part-time or full-time with dates (Month/Year). (This information may affect your salary assessment)

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**Periods Unaccounted For**

Please give details of any periods that are not accounted for by full time employment, education training. This would include periods of unemployment, carer's responsibilities, ill health, etc.

Reasons/Description of Circumstances	Dates	
	From	To

**Additional Information** - appropriate to the post for which you are applying, relating to the job description and person specification.

**Please continue on separate sheet if necessary**

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### References

We do not take up references prior to shortlisting. However it is our policy to contact all referees prior to interview. Please supply the names and addresses of two referees (not related to you). One should be your current or most recent employer if you are an experienced teacher. **(Note if you are applying for your first teaching appointment one reference must be your Teacher Training Tutor and the second from a school where you have had teaching practice).**

Name: \_\_\_\_\_ Title: 

Mrs.	Miss.	Ms.	Dr.	Mr.	Prof
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Position: \_\_\_\_\_ Tel No: \_\_\_\_\_

Address: \_\_\_\_\_ FaxNo: \_\_\_\_\_

\_\_\_\_\_ Post Code: 

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\_\_\_\_\_ email address: \_\_\_\_\_

Name: \_\_\_\_\_ Title: 

Mrs.	Miss.	Ms.	Dr.	Mr.	Prof
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Position: \_\_\_\_\_ Tel No: \_\_\_\_\_

Address: \_\_\_\_\_ Fax No: \_\_\_\_\_

\_\_\_\_\_ Post Code: 

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\_\_\_\_\_ email address: \_\_\_\_\_

**NOTE:** A reference may be sought from your current or previous L.E.A./Employer.

**Rehabilitation of Offenders Act (Exemptions) Order 1975.**

Please give details of criminal convictions, cautions or bindovers. The post you are applying for is an exempted employment under the Rehabilitation of Offenders Act (Exemptions) Order 1975. You are required to declare to us, on the back of this form, any convictions, cautions or bindovers even if you consider them to be spent.

If you have no convictions please write 'none' \_\_\_\_\_

Candidates are assured that information regarding convictions will not necessarily disqualify them from consideration. If at any point after completing this declaration, you are given a criminal conviction you must advise the School immediately. If you are appointed and are given a criminal conviction, you must tell your Headteacher immediately.

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**Declaration**

Providing false information or knowingly omitting or concealing any relevant fact about your eligibility for employment will result in your name being withdrawn from the list of candidates.

If such a discovery is made after you have been appointed then you will be liable to be dismissed without notice.

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

*I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.*

Signature..... Date .....

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**Note:** Please make sure each of any additional sheets you wish to attach are clearly marked with your Surname/Family name and initials and the post for which you are applying.

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**FOR OFFICE USE ONLY:**

Received (date):

Shortlisted. YES/NO

Reason:

Interviewed. YES/NO

Result:

References requested (date):

received (date):

Proof of having passed the threshold seen at school level:

(date)

Applicant monitoring form sent to Schools HR (date):

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**APPLICATION FOR HARROW MUSIC SERVICE TEACHING SUPPLY PANEL**

**Confidential**

**SUPPLEMENTARY INFORMATION REQUIRED**

**Group Teaching Experience**

Harrow Music Service teaches young people in groups of up to four. Your application should show if you have any experience of group teaching. If you do not have group teaching experience you should tell us how you might approach group teaching (in the additional Information section of the application form).

**Evidence of Qualifications and Training** If you are invited for interview you will be required to bring in the original copy of any higher education and professional qualifications you have listed on your application form.

**DCSF Recognised Qualified Teachers**

Please state your salary point on the qualified scale for your last employment;  
Salary Point .....

**Previous Experience/Career History**

Please ensure you fully complete this section; in particular where the employment was part-time to clearly show for each employment the number of hours worked per week, and the month and year.

**References**

It is essential that you give referees closely linked to your teaching experience. However, Harrow Music Service will only take up any references with successful candidates after interview.

**Instrument Experience Information**

What instruments are you able to teach and to what standard?

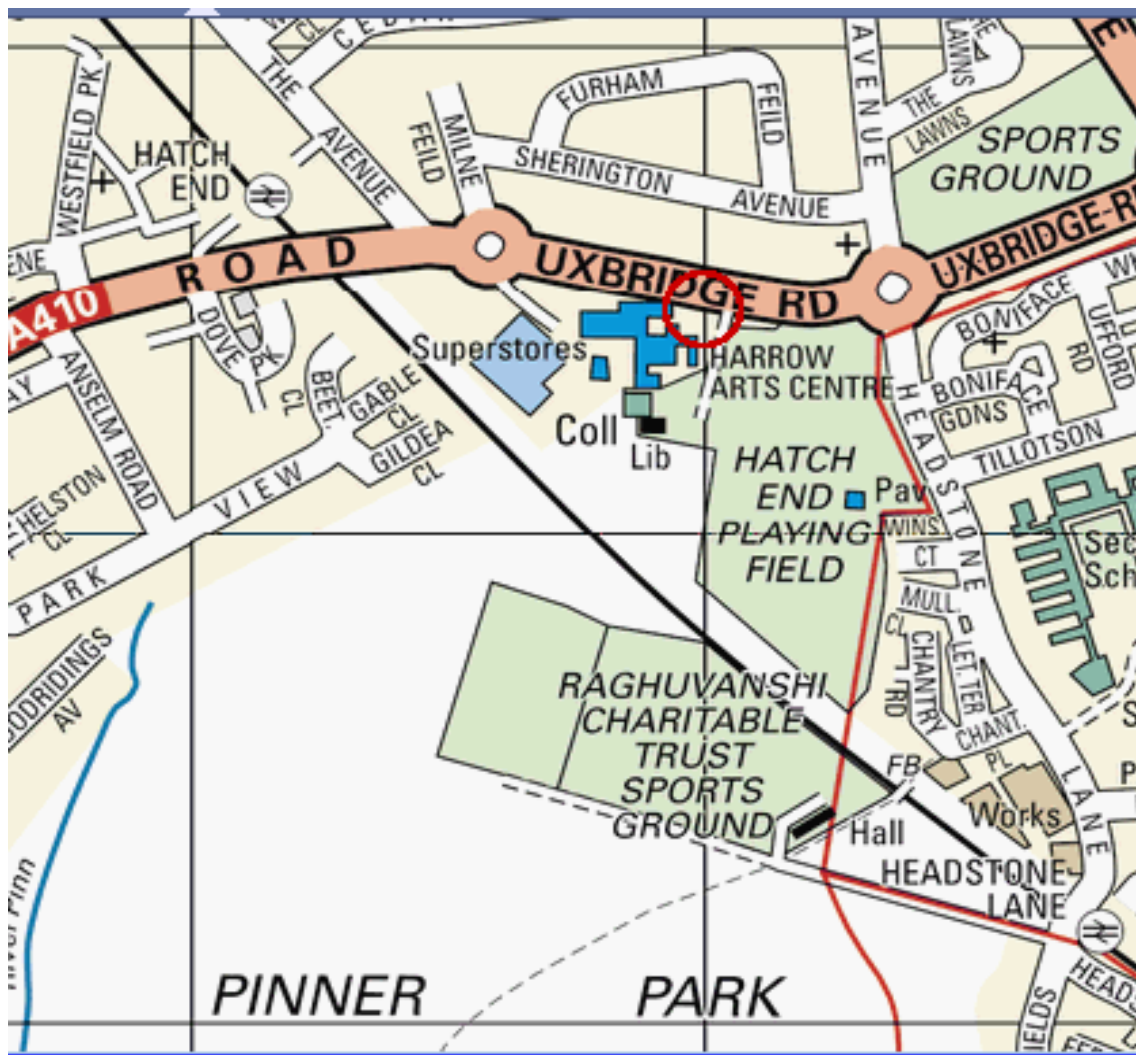
Instrument	Standard

Harrow Music Service, Harrow Arts Centre, Uxbridge Road, Hatch End  
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**Website:** [www.harrowmusic.org](http://www.harrowmusic.org)

**Fax:** 020 8416 8967



### How to find us

Harrow Arts Centre Uxbridge Road, Hatch End, Middlesex HA5 4EA  
Telephone: 020 8416 8989  
e-mail: [harrowartscentre@harrow.gov.uk](mailto:harrowartscentre@harrow.gov.uk)

### Getting to the Arts Centre

**By rail:** London Overground from Euston to Hatch End + 3 min walk.

**By road:** A410

**By bus:** H14 or H12 both stop right outside the Arts Centre.

**By tube:** Harrow on the Hill (Metropolitan) then H14 bus  
Pinner (Metropolitan) then H12 bus