

DEPUTY TEACHERS – PIANO, GUITAR,  
HORN, HARP, SAXOPHONE, FLUTE, OBOE,  
RECORDER, BASS, VOICE AND JAZZ  
RCM Junior Department



Job reference number: 707-24

## Applicant Information Pack

---

### Closing date

9am Friday 1 November 2024

### Interview dates

Thursday 14 November 2024 & Friday 15  
November 2024

### Contents

- Job Description
- Person Specification
- Terms of Engagement as a Deputy Teacher
- About Us
- How to Apply

## Job Description

---

Job title	Deputy Teacher
Department	Junior Department
Rate of pay	£42.70 per hour
Responsible to	Head of Junior Programmes
Liaises with	<b>Internal</b> Head of Junior Programmes; Operations Manager; Performance Manager & Administrative Coordinator; Permanent Junior Department Teachers  <b>External</b> RCMJD Parents and pupils

**Job overview** The Royal College of Music Junior Department (RCMJD) is a specialist term-time only Saturday school offering advanced training to musicians between the ages of 8 and 18. Students combine studying at RCMJD with their general education at their chosen week-day school. Students come together at the RCM London each Saturday for a tailor-made programme of individual instrument/voice/composition lessons, chamber music, orchestral and choral training, and general musicianship. Our staff are professional performers/composers as well as teachers and offer the highest standards of tuition and coaching. Most RCMJD students continue their musical studies at the RCM or other major conservatoires/universities.

Many of our permanent, highly skilled RCM Junior Department teachers are 'in demand' performing musicians and they occasionally undertake external work on RCMJD Saturdays. Therefore, the RCMJD is seeking to engage **accomplished deputy teaches of piano, guitar, horn, harp, saxophone, flute, oboe, recorder, bass, voice and jazz** to join our vibrant and thriving department. Successful applicants may also be required to coach chamber groups.

We particularly encourage applications from Black and ethnically diverse candidates, as these groups are currently underrepresented within teaching roles at the Royal College of Music Junior Department.

## Key Responsibilities

Successful candidates will be expected to:

- Teach individual first and/or second study lessons to pupils ages 8 - 18
- Manage the administrative tasks required by the RCMJD e.g. keeping registers up to date
- Assess, record and report as required on the development, progress and attainment of pupils
- Prepare pupils for RCMJD assessments, concerts and competitions (as appropriate)
- Be aware of the concert schedule of the RCMJD,
- Contribute to the RCMJD's Chamber Music programme
- Adhere to health and safety standards and work in line with Child Protection legislation
- Undertake Level 1 Safeguarding training once every three years (either online or through in-house training)
- Maintain effective channels of communication with the RCMJD office via email and telephone
- Promote the general progress and physical/emotional wellbeing of all RCMJD pupils

## Special Factors

Any appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
Qualifications	Widely recognised and highly respected practitioner, either as a performer or teacher	Essential	AF
	Music degree (or equivalent)	Essential	AF
	Teaching diploma or relevant teaching qualification	Desirable	AF
Experience	Relevant experience of teaching gifted and talented students aged 8 -18	Essential	AF, INT
	Experience of teaching in a specialist music school or nationally recognised musical organisation (e.g. NYCGB, NCO etc)	Desirable	AF
Personal Attributes	Able to teach to an exceptionally high level of technical and musical proficiency	Essential	AF, INT
	Able to communicate effectively with pupils, parents and colleagues both verbally and in writing	Essential	AF, INT

AF = Application Form    INT = Interview    ST = Selection Test

The duties and responsibilities assigned to the post may be amended by the Head of Junior Programmes within the scope and level of the post.

## Terms of Engagement as a Deputy Teacher

Availability	Successful candidates should be available to deputise from November 2024
Deputy teacher list	<p>The deputy teacher list functions as a pool of available deputy teachers who may be called to deputise for JD teachers as and when the need arises.</p> <p>Entry on the deputy teacher list is made subject to two satisfactory references, proof of highest relevant educational or professional qualifications, a Disclosure and Barring Service check at the Enhanced Level (child workforce) and original proof of right to work in the UK.</p>
Hours of work	<p>RCMJD operates on Saturdays during term-time only.</p> <p>Deputy teachers are called to fill in for JD teachers, typically for a minimum of 4 to 8 hours each deputising Saturday (depending on scheduling and the timetable of the JD teacher being covered).</p>

<b>Rate of pay</b>	The current rate of pay for Junior Department teachers is £42.70  Deputy teachers are paid through the RCM payroll
<b>Work permit</b>	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role for which the RCM will act as a sponsor for a visa application.
<b>DBS check</b>	Any appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).
<b>Pension</b>	The National Employment Savings Trust (NEST) is available for all junior department teachers, regardless of earnings. Employment with the Royal College of Music is automatically pensionable and teachers are enrolled in the scheme if they meet minimum criteria, unless they elect not to join the scheme. Employees electing not to join NEST may apply to join at a later date but this will be at the discretion of NEST and is not guaranteed. Details of the scheme are available from the NEST website: <a href="http://www.nestpensions.org.uk">http://www.nestpensions.org.uk</a> . Employer contributions are paid for members of NEST but are not made available for personal pension plans.

## About Us

<b>The College</b>	Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 50 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and amateurs. The RCM was ranked as the global top institution for Performing Arts in the 2024 QS World University Rankings by subject.
<b>Staff</b>	The RCM has over 250 members of professorial (teaching) staff and over 120 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.
<b>Location</b>	The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

**Junior Department** The Royal College of Music Junior Department (RCMJJD) is a specialist term-time only Saturday school offering advanced training to musicians between the ages of 8 and 18. Students combine studying at RCMJD with their general education at their chosen week-day school. Students come together at the RCM London each Saturday for a tailor-made programme of individual instrument/voice/composition lessons, chamber music, orchestral and choral training, and general musicianship. Our staff are professional performers/composers as well as teachers and offer the highest standards of tuition and coaching. Most RCMJD students continue their musical studies at the RCM or other major conservatoires/universities.

More information about the RCMJD is available to the [RCM website](#)

---

## How to Apply

To apply, please complete our 1) Application form and 2) Equal Opportunities form, available to download from the [RCM website](#), and submit in PDF or Word format to [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk)

Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.

**Closing date** 9am Friday 1 November 2024

Applications received after the stated closing date will not be considered.

**Interview dates** Thursday 14 November 2024 & Friday 15 November 2024

If you have any questions about this position or the application process please contact a member of the recruitment team on; [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk). If you need to receive this documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

Miranda Francis  
Head of Junior Programmes  
October 2024

