# Recruitment Information

Post: Hourly Paid Saturday Morning Orchestral Instrumental Teacher

Base: Nottingham Contemporary/Nottingham College

Salary: £14 –£25 per hour (Dependent on expereince and qualifications)

Hours: 2 - 4 hours, Satruday Mornings in term time, dependent on need

Contract: 12 month Fixed-Term

Start Date: 1st September 2022

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* If you have any questions regarding this position that you would like to discuss prior to applying, please feel free to contact: Michael Aspinall – Business and Operations Manager

Michael.aspinall@nottinghammusichub.org.uk

# Job Advert

Nottingham Music Service is seeking to appoint a Trainee Instrumental Teacher.

Post: Hourly Paid Saturday Morning Orchestral Instrumental Teacher

Base: Nottingham Contemporary/Nottingham College  
Salary: £14 – £25 per hour dependent on expereince and qualifications

Hours: 2- 4 hours, Satruday mornings during term time, dependent on need

Contract: 12 month Fixed Term

Start Date: 1st September 2022

This is a fantastic opportunity for an enthusiastic and committed instrumental teacher with relevant experience, ability and aspirations to support the musicians in our Interconnect and Robin Hood Youth Orchestra. The role will include playing alongside and teaching young musicians who are at a fairly early stage in their development, to increase their confidence and playing ability.

**The closing date for applications is** **Monday 6th June, 2022 at noon**. **Interviews will be held during the week commencing 27th June.**

**How to apply**

Please send a covering letter, your CV and completed application form (copy at the end of this information pack) by email to [lucy.gregory@nottinghammusichub.org.uk](mailto:lucy.gregory@nottinghammusichub.org.uk) Please note applications can only be received by e-mail.

**Applications to be returned before Monday 6th June, 2022 at noon. Interviews will be held during the week commencing 27th June.**

## Equal Opportunities Policy Statement

It is our intention to provide equal opportunities for employment and in all matters with regard to the services which we provide. We will deal with all persons, whether members of staff, volunteers, trustees, contracted freelance workers or clients or other people with whom we have contact, with the same attention, courtesy and consideration, regardless of race, colour, ethnic or national origin, sex, religion, disability, sexual orientation or age.

# Application Form

By completing and submitting this application form and any related documents you are consenting to us processing such data for personnel management and administrative purposes in accordance with Data Protection legislation.

|  |
| --- |
| **Position: Hourly Paid Saturday Morning Music Teacher** Please state what instruments you play and level for each instrument.  How did you hear about this job? |

1. **Personal details**

Please only provide information for where we are free to contact you.

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Post code |  |
| Telephones |  |
| Email |  |

**2. References**

|  |  |  |
| --- | --- | --- |
| Please list two people whom we may approach for professional references. One of these should be your current or most recent employer | | |
| Name: |  | |
| Position: |  | |
| Organisation: |  | |
| Address: |  | |
| Telephone: |  | |
| Email: |  | |
| May we contact this referee before interview? | | Yes / No |

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Position: |  | |
| Organisation: |  | |
| Address: |  | |
| Telephone: |  | |
| Email: |  | |
| May we contact this referee before interview? | | Yes / No |

Nottingham Music Service reserves the right to take up references, after an offer has been accepted, with any or all of your previous employers.

**3. Teaching Experience**

|  |  |
| --- | --- |
| Present/Most recent Teaching Experience | |
| Job title |  |
| Employer |  |
| Address |  |
| Contact person |  |
| Telephone |  |
| Date appointed |  |
| Reason for seeking other employment |  |
| Duties and achievements |  |
| Have you ever been subject to Disciplinary Proceedings? Yes / No | |
| If yes, please indicate the outcome | |

**4. Previous employment** – If necessary, please provide details of additional employers on a separate sheet and feel free to cut and paste from your CV

|  |  |
| --- | --- |
| Employer name and address |  |
| Dates |  |
| Duties and achievements |  |
| Employer name and address |  |
| Dates |  |
| Duties and achievements |  |
| Employer name and address |  |
| Dates |  |
| Duties and achievements |  |

**5. Sickness Absence Details**

|  |  |
| --- | --- |
| Please note that in accordance with the Data Protection Act 1998, all sensitive personal information given will be used in connection with this application process only. Please give details of sickness absence during the last 24 months. | |
| Number of days: |  |
| Number of periods: |  |
| Reason(s) for Absence(s) | |

Please note that for the successful candidate the information supplied regarding sickness absence will be verified with their previous employer.

**6. Qualifications and training** (feel free to cut and paste from your CV)

|  |  |
| --- | --- |
| Education | Please list your relevant educational details |
|  |  |
| Training | Please list your relevant training details |
|  |  |
| Qualifications | Please list your relevant qualifications |
|  |  |

**7. Supporting information**

|  |
| --- |
| Please tell us why you believe you are a suitable candidate for this position. |
|  |
|  |

|  |  |
| --- | --- |
| **Are you eligible to work in the UK?**  All applicants may be asked to produce relevant documentation | **YES / NO** |

|  |
| --- |
| **Enhanced Level DBS Clearance**  This post will be subject to an enhanced level DBS Clearance |

**8. Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
| When completed please return this form to: | lucy.gregory@nottinghammusichub.org.uk | | |

**Please note that to knowingly provide false or deliberately misleading information may lead to disciplinary action being taken, up to and including dismissal, at any time after an appointment is made.**