

ACADEMY OF MUSIC & SOUND

Recruitment and Selection Procedure for Teaching Staff

The Academy of Music and Sound (AMS) aims to attract and select the best candidate to any given vacancy within AMS. AMS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment: See AMS Safer Recruitment Policy

Managers are empowered to make the key decisions in recruiting and selecting their teams and this procedure sets the standard required to recruit the best candidate for the Academy.

STAGES IN THE PROCEDURE:

Advertising

We do not often advertise for teaching staff within the Academy. We usually fulfil our requirements for teaching staff primarily by existing teachers travelling between our centres or by word of mouth. We have an extensive network of performers and teachers who we liaise with to recommend local teachers. In addition to this we will contact local colleges and venues etc to make recommendations. When advertising, Safeguarding standards must be adhered to.

Selection

Once the centre manager has made their selection for interview they need to inform the Lead Teacher and forward a copy of the candidates CV(s). The candidate(s) should be sent the application form for completion along with the disclosure procedure. An interview needs to be arranged with the centre manager, the candidate(s) and the Lead teacher whenever possible. If the Lead teacher cannot attend the interview, then the manager should conduct it. The candidate(s) need to bring the following documents with them to interview:

- Completed application form
- Proof of identity to work in the UK. This can be passport or birth certificate
- Documents for DBS. See separate procedure for list of documents (all documents must be original)
- A full professionally written CV including all evidence of qualifications, industry experience and teaching and assessing experience
- Links to demonstrate difference styles of performance (for instrument specific class)

DBS

The DBS documents and proof of identity should be photocopied by the manager at interview. These documents must be originals. Photocopies are not accepted. The cost of the DBS falls on the applicant.

Playing Standard (for Instrument specific teaching)

The candidate may be asked to play their instrument at the interview or show clips of their playing online. An instrument specialist may be asked to attend this section of the interview. Before any

decision is made; clips of playing different styles must be sent to the Academic Director Shaun Baxter for his opinion of the quality of the playing.

Academic Qualification

The candidate should have experience of teaching and assessing and an academic qualification higher than the level they will teach on ie:

- A Phd to teach on the Masters
- A masters to teach on the BA degree
- A degree to teach on a BTEC and Foundation Degree

Industry Experience

New teacher would be expected to have extensive industry experience so they can inspire and help build the students' employability skills

Teaching Qualification

All new teachers must have a teaching qualification or be willing to complete the AMS online Level 3 Award in Education and Training qualification within their first year of teaching for us. The cost of this course will be paid for by the teacher (£250 in 2018)

Safeguarding and Prevent

All new teachers must agree to complete a short online Safeguarding and Prevent course before they start to teach for us.

References

Two current references must be followed up and evidence of this stored in the HR folder

Offer

Following the interview and consultation with colleagues the manager will contact the teacher to make a verbal offer of engagement which is subject to the pre-engagement checks:

- Proof of right to work in the UK
- Evidence of qualifications
- Satisfactory DBS disclosure
- Satisfactory references

The verbal offer is followed through with a written offer of engagement and an Independent Contractor Agreement (contract). The contract details are to be completed by the manager and signed by the manager and teacher. One copy is given to the teacher and one is to be kept in the HR File. A start date will not be confirmed until a cleared DBS has been received.

Once the offer has been accepted by the new teacher the Centre Manager must immediately inform the Lead Teacher so induction training can be organised.

The tutor will be on a trail probationary period of 3 months, during this time the Lead Teacher will observe the teacher and raise any concerns to the Centre Manger.

Before Teaching:

AMS Tutor Profile - Before they start teaching the teacher must provide an AMS profile using the AMS template. These are to be sent to the Marc Sharpe for display on the AMS website.

University Approval - Accredited Lecturer Status

All H.E. teachers delivering course for the University of West London must have approved from the University before they teacher. A full, professionally written CV (including all evidence of qualifications, industry experience and teaching and assessing experience) is to be send to the HE Directors of Study along with a completed Accredited Lecturer Status application. This should preferably be done 6 weeks before they start to teach.

Safeguarding and Prevent

A copy of their Safeguarding and Prevent Certificate must be handed to the Centre Manger and added to the Teacher Training File.

Induction and Observation

All new members of the teaching staff receive Induction Training, delivered by the Lead Teacher as soon as it is possible. All new teachers to be observed within the first 3 months of them starting and any concerns raised to the centre manager within the probationary period.

All are to be given a copy of the below guidance

- Academy Assessment Guidance
- Academy Lesson Plans & Lesson Delivery Guidance
- Safeguarding and Disclosure Policy
- Professional Code of Contact
- The Whistleblowers' Policy

The induction checklist is to be completed during induction.

Equality and Diversity

The Academy will ensure that reasonable adjustments are made to enable disabled employees to carry out their roles on commencement of duties where reasonably possible.

Please also see:

ACADEMY SAFER RECRUITMENT POLICY

Date written: September 2015

Date Updated: July 2018, August 2020, Sept 2021, Jan 2023, Jan 2025

To be reviewed: June 2026

Agreed by: Steve Ryan, Lewis Harding