



The Gregg Schools Trust

THE GREGG PREPARATORY SCHOOL

The Gregg Preparatory School – Part Time Music Teacher

Summary and Terms and Conditions of Employment:

1. **Place of employment:** The Gregg Preparatory School ,17-19 Winn Road, Southampton SO17 1EJ
2. **Position:** Music Class Teacher for EYFS/KS1/KS2
Hours of work: such hours as are required to fulfil the duties of the post. Normally 8.30am to 3.30pm. (The normal school day runs from 8.50am to 3.30pm).
3. **Appointment:** The appointment of any new member of staff is subject to the receipt of satisfactory references, medical fitness and a clear DBS check.
4. **Salary:**
 - a. The initial salary will be dependant on the relevant position within salary scale M1 to M6: currently full time range £28,000 to £38,810.
 - b. Curriculum Responsibilities if applicable would involve the payment of a further £1980 in the form of 1 Management Point.
 - c. Pay rates are reviewed annually, currently on 1st September.
 - d. Staff are paid monthly on the last day of the month.
5. **Pension Scheme:** The School operates a voluntary contribution pension scheme. Members are required to contribute 4% or above. The school contributes a further 8%. The school does not subscribe to the Teachers' Pension Scheme.
6. **Commencement of employment:** 1st September 2024.
7. **Safeguarding and the protection of children:** The appointment involves substantial opportunity for access to children. It is a mandatory requirement for employment that staff consent to a routine investigation to confirm that he/she has no relevant criminal convictions.
8. **Smoking:** No smoking is permitted within the school or grounds.
9. **Grievance Procedure, Performance Management Procedure and Disciplinary Rules:** Copies are available on request otherwise procedures can be reviewed by referral to the Staff Handbook.