

BEST PUBLIC SCHOOL 2026

TATLER



RECRUITMENT INFORMATION PACK

VISITING MUSIC TEACHER SINGING

Location: Holt, North Norfolk, UK

Required: September 2026 – August 2027

Gresham's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.


GRESHAM'S
ESTD 1555



**A MESSAGE FROM
DOUGLAS ROBB,
HEADMASTER**

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 900+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application, and we in turn, will give your application serious consideration, should you decide to apply.

For those of you who may not be familiar with the outstanding beauty of the North Norfolk Coast, I have a link below which I hope you will find useful:

visitnorthnorfolk.com

With best wishes,

A handwritten signature in black ink that reads "Douglas Robb". The signature is written in a cursive style and is positioned above a horizontal line.

Douglas Robb



T H E M U S I C D E P A R T M E N T

Gresham's has a very busy and diverse music department, reflecting the nature of a successful boarding school. A strong choral tradition lies at the heart of the department, with a well-established instrumental programme and comprehensive popular and digital music opportunities, provided by our outstanding music technology and studio provision.

The Music department is a thriving academic department offering GCSE, A-Level, BTEC and International Baccalaureate, and a full programme of co-curricular music with rehearsals for ensembles taking place before throughout the school day.

There are many choirs and instrumental ensembles covering classical to contemporary repertoire, who rehearse and perform regularly, across our many performance spaces including 160-seat Fishmongers' Recital Hall, The Auden Theatre, 1920's Grade II listed memorial Chapel and our outdoor Amphitheatre 'Theatre in the Woods'. As an All-Steinway School, we are committed to excellence by providing pupils with the best facilities and equipment possible for the study of music.

Gresham's boasts an impressive list of musical former pupils, the most famous of whom is Benjamin Britten who attended Gresham's from 1928-1930, during which time he composed some of his music. Other distinguished Old Greshamians include Lennox Berkeley, Ronan Collett (baritone), Humphrey Berney (Blake), Gavin Horsley (ROH), George Stiles (West End composer) and more recently Tom Appleton who sang with the Monteverdi Choir.

There is a full calendar of events including local and national performances from our Choirs and Ensembles, Tours, Community Choral Societies and an extensive in-house programme, including the annual Inter-House Music Competition, Musical Theatre production, Chapel Services, Scholars' Masterclasses and many concerts and community events within the local area and nationwide.

J O B D E S C R I P T I O N A N D P E R S O N S P E C I F I C A T I O N

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills, and will be used in the shortlisting process and to form the basis for questions asked at interview.

J O B D E S C R I P T I O N : **V I S I T I N G M U S I C T E A C H E R** **S I N G I N G**

Reporting to: Director of Music

The Role: Visiting Music Teacher - Singing

We are currently seeking a suitably experienced and engaging Singing Teacher to join the Senior School Music Department as part of the Instrumental and Vocal Faculty. The successful candidate will be a first-study classical singer with the ability to teach and inspire pupils across a full range of abilities, from beginner to Grade VIII, across classical, musical theatre and pop and rock genres, and will be capable of preparing pupils for post-18 study at conservatoires and universities.

Peripatetic Music Teachers are engaged on a pro-rata basis and are expected to contribute to the life of the school and promote its interest both during and outside normal school hours in a positive and enthusiastic manner. It is the responsibility of all peripatetic music staff to:

S P E C I F I C R E S P O N S I B I L I T I E S :

- Provide each allocated pupil with one lesson per school week, averaging 30 lessons across the academic year. Additional lessons may be offered with parental agreement.
- Schedule and deliver lessons punctually, ensuring all times are entered promptly into the school calendar. Inform pupils of any changes in advance.
- Communicate clearly and professionally with pupils regarding lesson times and expectations, taking responsibility for their attendance and ensuring they are aware of any changes.
- Communicate with parents as necessary regarding pupil progress, lesson arrangements, and any concerns.
- Maintain accurate records of lessons taught and pupil attendance using the school's data management system.

- Write pupil reports three times a year in accordance with departmental guidelines and reporting deadlines.
- Prepare pupils for concerts and examinations appropriate to their level, exam board expectations, and personal goals.
- Follow department procedures in the event of pupil absence.
- Support the broader co-curricular and academic aims of the Music Department.
- Manage teaching resources responsibly and effectively.
- Maintain open and constructive communication with the Director of Music and other department staff to ensure high-quality teaching and alignment with departmental strategy.
- Liaise with the Music Administrator regarding the ordering of books and resources for pupils or departmental use.
- Demonstrate a professional standard of performance and musicianship appropriate for involvement in school concerts or studio recordings, by prior agreement with the Director of Music.
- Attend whole-school INSET and Music Department meetings when requested, both in person and online.
- Positively uphold the ethos, values, and professional standards of the Music Department, and proactively report any pastoral, musical, or safeguarding concerns to the Director of Music.

We actively encourage applications from musicians involved in professional performance work. The structure of term-time teaching, combined with the flexibility of peripatetic hours, allows many of our teachers to successfully balance professional engagements with their teaching commitments through forward planning.

The position involves extensive work with children and young people in a teaching role at Gresham's, which is a regulated activity.

The role therefore requires:

- Having read and understood current KCSIE guidance and the School's Safeguarding and Child Protection policy, and a commitment to implementing these.
- Attending all Safeguarding training.
- A commitment to ensuring Gresham's is a safe environment through a sensitive and vigilant approach to working with young people, and to reporting all concerns.

P E R S O N S P E C I F I C A T I O N

QUALIFICATIONS	ESSENTIAL	DESIRABLE
First-study vocalist with the capacity to teach the full range of abilities (Beginner to Grade VIII+).	✓	
WORK EXPERIENCE, PERSONAL COMPETENCIES AND SKILLS	ESSENTIAL	DESIRABLE
Experience of teaching in different settings and with different age groups		✓
Experience and success in delivering graded examination syllabus to all standards		✓
Professional performance experience		✓
Working knowledge of music theory and the ability to provide appropriate accompaniment for singing pupils in lessons	✓	
Integrity and creativity in the delivery of the subject	✓	
Ability to enthuse, motivate and interest pupils	✓	
Supportive of the wider department focus and ethos	✓	
Flexibility is required to cater for the demands of a busy school	✓	
Ability to relate to and inspire pupils.	✓	
Excellent communication skills, both orally and in writing	✓	
Be committed to safeguarding the physical, emotional and mental well-being of young people	✓	
Confident working unsupervised.	✓	
Ability to work as part of a team.	✓	
Professional appearance and manner.	✓	
Personally committed to CPD.	✓	
Supports Gresham's culture and ethos.	✓	
Patience and a sense of humour	✓	
Driving licence	✓	
Excellent ICT skills	✓	

REMUNERATION AND OTHER BENEFITS

WORKING HOURS

Flexible part-time hours available, one full day a week would be desirable

33 weeks term time

SALARY

Gresham's Peripatetic Music Rate

Required for September 2026

The Director of Music would welcome any contact before the closing date to discuss the role. We reserve the right to appoint prior to the closing date. mwolfe@greshams.com

- TPS (Teachers Pension Scheme)/ APTIS (Aviva Pension Trust for Independent Schools)
- Private Medical Scheme (Contributory)
- Free school lunch during term-time when on duty
- Car parking on site
- Life Assurance
- Free use of swimming pool, gym and other sports facilities (specified times)
- Free/reduced price tickets to performances in the Auden Theatre

P E R S O N A L D E T A I L S

ELIGIBILITY TO WORK

When you apply for any of our school vacancies, it is important that you are aware of your eligibility status and can meet the criteria set, for you to legally work in the UK. Appointment will be subject to verification of the appointee's valid Right to Work (RTW) in the UK documentation.

For more information, visit the <https://www.gov.uk/legal-right-work-uk>

EQUALITY & DIVERSITY MONITORING

In order that we can continue to develop and meet our obligations under the Equality Act you will complete this form as part of the application process via MyNewTerm. The information within this form will be used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be used during the selection process or seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

RETENTION OF RECORDS

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months. (Privacy Policy is available on our website: www.greshams.com.)

DISCLOSURE AND BARRING SERVICE

Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diverse range of candidates. Criminal records will be considered for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

INTERVIEW PROCESS

If you are invited to attend an interview you will be required to complete a *Suitability to Work With Children Declaration Form* prior to interview and provide evidence of your identity on the day of your interview, from the following examples:

- A UK Birth certificate
- Passport and/or UK driving licence (including a photo-card);
- UK firearms licence;
- Evidence of your Right to Work status

- a utility bill or bank/building society statement showing your name and home address (less than three months old);
- Documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);
- Original documents of educational and professional qualifications referred to in your application form.

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration), you will be required to provide documentary evidence of the change.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

Please note: Should you be successful following interview, you will be asked to provide documentation to assist in the processing of an Enhanced Disclosure (DBS). If you are on the DBS Update Service, you will be required to bring along the certificate that relates to this subscription.

Details of Online Profile: Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. All candidates are therefore required to provide the following information as part of your application:

- the social media platforms on which you have accounts;
- the account names/handles for all of your social media accounts, including any under a nickname or pseudonym;
- any websites you are involved with, in or featured on or named on; and
- any other publicly available online information about you of which the School should be made aware.

If you are shortlisted for the role, we may carry out an online search based on the information you provide within the application form. If we carry out a search, we will also search more widely for any other online information about you.

You are **not** required to provide account passwords or to grant the School access to private social media accounts.

If you are not shortlisted for the role, online searches will not be carried out on you.

CONDITIONAL OFFER OF APPOINTMENT

Any offer to a successful candidate will be conditional upon the following:

- Valid Right to Work documentation in place
- Receipt of a minimum of two satisfactory references

- Verification of identity and qualifications
- A satisfactory DBS (Disclosure and Barring Service) disclosure
- Verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances
- Completion of Online Safeguarding Training (details of the provider will be sent by HR)

S A F E G U A R D I N G

All adults working at Gresham's have a responsibility to safeguard and promote the welfare, both physical and emotional, of every pupil, both inside and outside the School. This involves ensuring that pupils are protected from significant harm and having a positive commitment to ensure the satisfactory development and growth of the individual.

Everyone working in the School must be aware of, understand, and follow the School's Safeguarding and Child Protection Policy, which follows Norfolk Safeguarding Children's Partnership (NSCP) practice and procedures, and Keeping Children Safe in Education 2025 statutory guidance. All staff are required to be trained in Safeguarding and Child Protection as part of their terms and conditions of employment, and this is carried out online before employment commences.

I M P O R T A N T T O N O T E

Where information on a candidate is found;

- To be on the DBS Children's Barred List,
- To be on the Protection of Children Act List
- Their DBS disclosure shows they have been disqualified from working with children by a court
- They have been found to have provided false information in their application or in support of their application or are the subject of serious expressions of concerns as to their suitability to work with children

The facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Q U E R I E S

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email hr@greshams.com.

HOW TO APPLY

VISITING MUSIC TEACHER SINGING

If you would like to apply for the part-time position of Visiting Music Teacher - Singing, you will need to complete an application form via our [website](#). Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

COMPLETING YOUR APPLICATION FORM

- Please read through all information provided before completing your application form
- We require information about all applicants to be presented in a consistent format
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible
- Continue on a separate sheet if you require more space to complete any section

GUIDANCE FOR THE COMPLETION OF THE SECTION 'SUPPORTING STATEMENT'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff, it is important that you use this section of the application form to also outline how your interests, skills and qualifications may contribute to extra-curricular activities at Gresham's.

REFERENCES

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

Please note: Shortlisted applicants for all posts (academic and support) are advised that references will be taken up prior to interview, unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

SUBMISSION OF APPLICATIONS

All application forms should be submitted through our website vacancies page following the job link to MyNewTerm.

H O W T O A P P L Y (c o n t i n u e d)
V I S T I N G M U S I C T E A C H E R
S I N G I N G

The recruitment team can be contacted via hr@greshams.com or by calling 01263 714623 / 714589.

Please submit your application by the **closing date of 19th June 2026**. If your application is submitted after this time, we will not be able to accept it.

Interviews date: W/C 22nd June 2026

Required for: W/C 7th September 2026

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.



Gresham's School, Cromer Road, Holt, Norfolk, NR25 6EA

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www.greshams.com

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