



# Head of Organ Studies and School Organist

Full Time  
Job Description





---

We seek to appoint from September 2026 a well qualified, enthusiastic, and energetic graduate to join a successful and collegiate department as Music Teacher, Head of Organ Studies, and School Organist.

## About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrated 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 770 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 550 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#).

---

## Personal and Professional Qualities Required

The successful candidate will be a very capable organist, ideally holding an ARCO or equivalent diploma, and an inspiring organ teacher, with the ability to prepare students to diploma level and for Oxbridge organ scholarships where the School has enjoyed success in the past decade. They will also take a leading role in coordinating the annual Jennifer Bate Organ Academy.

In the classroom, the successful candidate will be an engaging academic music teacher with excellent subject knowledge, able to teach up to and including A Level and Oxbridge entry, and with a strong ability in Harmony.

This position would suit an experienced teacher seeking a second post with promotion, career development, or change of scene. However, for the right candidate, the position might also be suitable as an entry to the profession for a talented music graduate and there would be the opportunity to undertake school-based Initial Teacher Training in a supportive environment. The School prides itself on its highly successful ITT programme which has been in operation for over 20 years.

The successful applicant will be an energetic, flexible, and friendly team player who is able to work with initiative within a dynamic and very busy department in which every girl's enjoyment and musical development matters. Over 600 individual music lessons are taught per week across the Prep and Senior Schools. There are currently eleven organ pupils, shared between the current post-holder and the Assistant School Organist. The School has two excellent pipe organs, one a smaller Father Willis which was recently completely refurbished after a very successful fund-raising campaign and is in the School Chapel, and the other a three-manual instrument by Vincent Woodstock, which was completed in 2006 and installed at St Catherine's in 2015 as the generous gift of Mrs Evelyn Greaves to the School and is in the Prep School Hall. Further information can be found [here](#). Music facilities are excellent with a world class concert hall/auditorium, and there are around thirty concerts per year. The concert programme for this year can be found on the website [here](#) for both the Senior School and the Prep School.

The fundamentals of the strong musician are a requirement, of course: an ability to sight-read confidently, strong keyboard skills, and solid ICT skills for administration. A robust sense of humour is important, too, along with a genuine enjoyment of a wide range of music.





---

## The Department

At St Catherine's we pride ourselves on having one of the most comprehensive Music Departments in the country, where all can achieve, the most able can excel, and everyone can enjoy making music. The department is based in an extended and refurbished Victorian building. This offers modern facilities, including a Recital/major rehearsal Room, a well-equipped teaching classroom with computer, projection system, and electronic keyboards, a second teaching room offering a suite of 9 dedicated computers for composition, the Music Department Office and 9 teaching rooms for use by visiting music teachers.

Music is very important to the governors and leadership of the School and facilities for its teaching and performance are first rate. The Music School was augmented in 2011 by the addition of a new state-of-the-art Performance Auditorium/Concert Hall within the adjacent 125<sup>th</sup> Anniversary Halls building, complete with Steinway Model D and Model B concert grand pianos. The Anniversary Halls also house a soundproof drum teaching room/recording studio, and four additional teaching/practice rooms. Its reception Atrium also provides another delightful informal concert space.

The 1894 Chapel is a beautiful and atmospheric building which is also used for concerts. For Music Department information, please click [here](#).

The Music Department consists of seven full-time and three part-time specialists, a dedicated Music Administrator, and approximately 30 visiting instrumental and vocal teachers. Over 600 individual music lessons are given every week.

The School enjoys a high reputation for the excellence and variety of its music. The music staff and visiting music teachers deliver a comprehensive musical curriculum and offer tuition in all the main instruments, classical, and contemporary. All girls are encouraged to take part and get involved, and there are performing opportunities – solo and ensemble – to cater for all abilities and musical tastes. We also have a national reputation for our choral music, and our instrumentalists perform and compete at the highest level.

A number of scholarships and awards are made annually to students entering the School at 11+ and at later stages, and we were particularly fortunate to have the late Dr Jennifer Bate OBE as the patron of our Organ Scholarships, run in conjunction with Guildford Cathedral. Dr Bate was also the leading Tutor on our annual Jennifer Bate Organ Academy, which continues in her name. Several graduates of the Academy programme have gained organ scholarships at Oxbridge and other universities and our own young organists are a source of pride to the department.

---

## The Department (continued)

Regular collaboration with Drama and other departments provides valuable links with other subjects. Performance is seen as an integral part of learning an instrument or singing, and music-making permeates every aspect of life at St Catherine's – from the informal House lunchtime concerts to the more formal concerts and whole-school events such as the St Catherine's Day Gala Concert, the Carol Service in Guildford Cathedral and Musicals. The biennial whole school musical features a pit band of some 25 players, of whom the vast majority are pupils, and recent shows have been *The Sound of Music* (2013), *Return to the Forbidden Planet* (2015), *West Side Story* (2017), *Sister Act* (2019), *Chicago* (2021), *Oliver!* (2022), *Shrek* (2024), and *Les Misérables* (2026). The current Music calendars can be seen [here](#) and [here](#).

From time to time, major concerts are also given in prestigious local or London venues, , and the annual Association Concert (involving the alumnae/parents choral society along with some school choirs) is a highlight of the year, bringing together choirs of parents and students as they sing a large scale work, accompanied by our own Symphony Orchestra. Recent Association Concerts have included Handel's *Messiah* (2019), Orff's *Carmina Burana* (2023), Elgar's *The Music Makers* (2024), Mozart's *Mass in C minor* (2025), and Verdi's *Requiem* (2026). All School concerts presented in the Auditorium in School are live-streamed for the benefit of boarders' parents and other family members of all the girls not resident locally and therefore unable to attend in person.

The School provides opportunities for all girls to play and sing in the many choral and instrumental ensembles on offer. These include ten choirs, the Symphony Orchestra, Camerata (the school's top string ensemble), String Orchestra (the training ensemble), Concert Band, Brass Band, Wind Band, Flute Choir, Jazz Band, Harp Ensemble, Cello Ensemble, Recorder Consort, Fife & Drum Band, Guitar Ensemble, Prep School Wind and String Orchestras, and an extensive chamber music programme.

The Department also makes regular overseas tours; most recently, in July 2025, girls performed a tour of choral, orchestral, and chamber music concerts in and around Salzburg. Other recent tours have visited Malta, Ireland, Prague, Slovenia, and Sweden. Cantores sing Choral Evensong in nearby cathedrals at least once a year - Guildford, Winchester, Salisbury, or Chichester - usually accompanied by the Jennifer Bate Memorial Organ Scholar.

A number of girls have furthered their studies as members of the Junior Departments of the RAM, RCM, and Guildhall on Saturdays. Others are members of local, county and national orchestras, and choral groups such as Guildford Cathedral Girls' Choir, Farnham Youth Choir, the National Youth Choir, Surrey County Youth Orchestra, Surrey County Youth Band, Surrey County Youth Choir, and the National Children's Orchestra, and some attend the Eton Choral Courses.

St Catherine's musicians continue to excel after they have left school, with a number reading music at universities, conservatoires or pursuing choral or organ awards at Oxbridge.

---



---

## Music Courses at St Catherine's

Music is taught to all girls in Years 7-8 and as an option at Year 9. At A Level, the Edexcel specification is currently studied, and at IGCSE we use the CAIE specification.

## Public Examination Results

Over the last four years, 100% of girls have achieved A\*-C at A Level and 100% 6-9 at IGCSE.

## Practical Information about the Post

The precise teaching and extra-curricular commitment will be sensibly devised to take into account the strengths and interests of the successful candidate. Opportunities for training and further professional development will be provided. The successful candidate would be expected to attend training courses, both within school and outside, inevitably involving hours beyond their usual contractual week. They will be focused on safeguarding of pupils at all times.

The successful candidate will be expected to undertake the following roles:

- Be Head of Organ Studies
- Teach Organ and supervise any organ scholars
- Oversee all organ tuition within the School and allocate students between teachers as appropriate
- All administrative tasks relating to the running of the Organ Section
- Chamber coaching
- Assist with Association Choir (our choir of staff, parents, governors, and friends of the School) as rehearsal accompanist as well as leading sectional rehearsals on Wednesday evenings from around November to March each year, when the Annual Association Concert is held on a Saturday evening
- Theory – mostly up to Grade 5 but occasionally above
- Aural – for all ABRSM/Trinity grades





---

## Practical Information about the Post (continued)

- Share in Sunday Chapel services
- Share in midweek Chapel services/assembly
- Teach individual organ (and, if required, piano) lessons for girls in the Senior and Prep Schools, incorporating elements of general musicianship, such as aural training and theory, as well as instrumental technique and interpretation, into each of these lessons
- Prepare pupils for performances, examinations, auditions, and festivals as appropriate
- Communicate with parents regularly about their daughter's lessons and progress
- Liaise regularly with School and Boarding Housemistresses, Sixth Form Tutors, and House Tutors about the attendance/progress or any other developmental issue of individual music piano/organ pupils
- Plan, prepare, and deliver academic lessons, within the framework of the Music Department and the School's aims and objectives
- Set and regularly mark work – written, oral, and performance – both in class and for preparation, ensuring that marking standards reflect agreed departmental norms and the School Marking Policy
- Keep up to date records of the attainment/progress of all pupils taught in accordance with school and departmental policies, monitor these and take special action where necessary, also consulting/informing the Director of Music
- Have oversight of the music in Chapel, liaising with the Chaplain, Director of Music, and Director of Chapel Choir and Assistant School Organist, and playing for services as required (which includes a share of four weekly Morning Chapel services, Wednesday evening Boarders' Chapel, approximately ten Sunday services per year in termtime, the Association Carol Service after the end of the Autumn Term, and other services which occur from time to time).
- Lead hymn practices from time to time
- Liaise with the Director of Music regarding the mentoring of the organ students and Organ Scholars, encouraging their development as accompanists and conductors for chapel services, and preparing organ scholarship and choral award applicants for their auditions, contributing to UCAS references where necessary, and liaising with the Oxbridge Coordinators
- Liaise with the Director of Music and the Director of the Jennifer Bate Organ Academy – currently Anne Page – about the development of JBOA, devising its programme and publicity materials, carrying out the relevant administration, and taking on the role of one of two, first-aid trained house tutors who sleep in boarding to supervise the Academy attendees overnight. The Marketing Department supports graphic design of the annual brochure
- Explore opportunities to develop the profile of the organ throughout the School and the wider community, e.g. working with the Head of Keyboard to promote opportunities for pianists of all ages to have trial organ lessons; developing our organ recital series

---

## Practical Information about the Post (continued)

- Organise the annual Keyboard Sectional Concert for organists and pianists, together with the Head of Keyboard
- Organise termly organ recitals with guest organists
- Arrange for the regular tuning and maintenance of the School's organs as required
- Assist in broader areas of the life of the Music Department, such as accompanying of performances, examinations and festivals, and the teaching of Theory, Aural and Sight-Singing
- From time to time, conduct, rehearse, coach and/or accompany choirs and instrumental ensembles as required by the Director of Music
- Assist the Head of Keyboard in organising and accompanying the Senior School Informal Concerts which happen approximately seven times a year
- Play a proactive part in all departmental activities, as required by the Director of Music (e.g. departmental meetings, rehearsals, concerts, and other reasonable events that occur throughout the year, both in and out of term time)
- Take on the role of Assistant Musical Director for Whole School Musical Productions, which happen every other year in February, with rehearsals beginning the previous June, including some Sundays (late morning to afternoon) leading up to the Production. The next Whole School Musical is scheduled for February 2028
- Attend all required school functions, as directed by the Head: staff meetings, parents' evenings, etc.
- Know and adhere to all school and departmental policies

High standards are expected of staff as well as pupils, but in a lively and supportive atmosphere, where communications are excellent. Staff room facilities are good and the Department is well resourced.

The successful applicant will teach a full-time timetable which will blend academic music lessons to classes across the Senior School age range with extra-curricular activities. In addition they will teach a number of individual organ lessons to girls across the School.

St Catherine's has strong links with Holy Trinity Church, Bramley, which is a two minute walk away from the School in Bramley village. Full boarders attend morning service there each Sunday and there is potential for greater involvement from our talented full boarder musicians and the Chapel Choir in the worship. By the end of their Upper 6 year, our Organ Scholars generally play for services in the church on a regular basis.

---





---

## Being an iPad School

We are committed to using digital learning alongside traditional educational values to offer the best of both worlds. The technology is there to support the learning. We make use of the iPads to redefine what we can do in a classroom to encourage collaboration, and to stretch, challenge and support students.

In 2014 St Catherine's became an iPad School, and all students from Year 5 to Year 10 have iPads that are the property of the School and are managed by the IT Department. Years 11 to 13 have their own iPads and/or laptops of choice in the Sixth Form.

A laptop is provided by the School for teaching in the Senior School. The School utilises a variety of screen-mirroring solutions and projectors/LFDs. Additional facilities include visualisers, microphones, and motorised desks which are commonplace. Staff are required to ensure that all resources needed for teaching are made available in an electronic format (Microsoft Teams/OneNote are our core educational tools) for downloading by girls and interacting on the iPad.

Strong general ICT skills are therefore a requirement, though high levels of technical ability in ICT are not. ICT training and support are thoroughly delivered and supported to all colleagues.

Support is freely available to all staff from the Director of Digital Technologies and the Head of Digital Learning.

---

## Extra Curricular Activities

All members of staff are asked to make a contribution to some areas of the extra-curriculum and from time to time to assist with an occasional evening event to help support events like the school plays or major concerts. These can often be combined with watching the girls in action in another sphere from the classroom and seeing another side to them which can be very helpful.

All part-time and full-time staff also contribute, pro rata, to supervising Day Girls prep time in the Library after school from 4.30pm to 5.30pm or 5.30pm to 6.30pm respectively roughly twice per term. Part-time colleagues are asked to staff the earlier slot that fits in with their timetables.

## Statutory ECT Induction, Staff Induction, Staff Review and Continuing Professional Development

The School offers statutory ECT induction, as provided by the Independent Schools' Council, and a strong and well-established system of mentoring and support for ECTs. We have a well-established Initial Teacher Training Programme and consider applications from good graduates seeking school-based teacher training. All new staff are given electronic access to a Staff Handbook and School Policies well ahead of their joining the School and are given full induction training at the start of their first term. Subsequent twilight sessions also offer training in other specific areas, e.g. report writing.

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review.

St Catherine's School is committed to the proper Safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter, and to undertake Prevent training.

---





---

## Pastoral Roles

Full-time roles usually come with pastoral responsibility for a small tutor group. If such a post is not available initially, other opportunities will arise from time to time and will be advertised in the Staff Room.

Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive. The successful candidate will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.

## Accommodation

Accommodation on site may be available in return for boarding duties. Opportunities can be explored at interview.

---

## Other Benefits

Lunch is provided daily and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.

A fee concession is offered for the education of daughters of staff at St Catherine's, if a place is available and the girl passes the entrance examination. For part-time staff any fee concession is calculated on a pro rata basis.

From September 2026 new Teaching Staff will be automatically enrolled in the School's Defined Contribution Scheme, expected to be APTIS (through Aviva).

St Catherine's offers a health cash plan, which covers an individual employee and their family members. The plan provides cash to pay for a range of services including dental, optician, physio, hospital, prescription services, 24 hour GP, and personal accident to name a few, and is a taxable expense. This benefit is reviewed annually.

The school offer a cycle to work salary sacrifice scheme and free parking.

Full-time teaching staff in the Senior School currently have an allocated free half day each week, usually an afternoon, or some other equivalent block of non-contact time, if this can be timetabled. However, this is a non-contractual privilege and it is expected that the member of staff would remain in school during this time if there were a special school event requiring his/her attendance, or if he/she needed to catch up on work after some days' sickness leave, for example, or an INSET day out of school.





---

## Applications

The application should be completed on My New Term using the link to job opportunities below by 10am on Monday 20<sup>th</sup> April and should take the form of:

- a letter of application relating to the specific job description for the post,
- the completed My New Term Application Form provided with these details/found on the School website at [www.stcatherines.info/welcome/job-opportunities](http://www.stcatherines.info/welcome/job-opportunities)
- a curriculum vitae if you wish to submit one to complement the above documents

**Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.**

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on [jobapplications@stcatherines.info](mailto:jobapplications@stcatherines.info).

Thank you for your interest in St Catherine's School.

Emma Watson, Head  
April 2026



# St Catherine's School BRAMLEY

St Catherine's School  
Station Road, Bramley, Guildford, Surrey, GU5 0DF  
01483 893363 | [jobapplications@stcatherines.info](mailto:jobapplications@stcatherines.info)  
[www.stcatherines.info](http://www.stcatherines.info)

Patron: Her Majesty The Queen  
Registered Charity Number: 1070858