



ABINGDON



VISITING MUSIC TEACHER - CLASSICAL GUITAR (SELF EMPLOYED)

Closing Date: Tuesday 23 June 2026 (Midday)

Interviews: Tuesday 30 June 2026

Early applications are encouraged.

APPLICATIONS WILL BE REVIEWED ON RECEIPT

Job Pack AS43



Contents

PAGE 03	<u>Message From The Director of Finance & Operations, Justin Hodges</u>
PAGE 04	<u>About the Music Department</u>
PAGE 05	<u>Job Description</u>
PAGE 06	<u>Person Specific Criteria</u>
PAGE 07	<u>Further Information</u>
PAGE 09	<u>How to Apply.</u>

Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon Foundation. I am delighted that you are considering working here. As a member of the support staff you would play a pivotal role in supporting the school to deliver the very best academic, pastoral and Other Half opportunities to our students.

Please take some time to look at our website, abingdon.org.uk, as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Foundation is a community of some 1300 students across Abingdon Prep and Senior Schools. Boarding is available from 13+ and boarding houses are full with around 150 boarders. Our sixth form has around 360 students and we employ around 400 teachers and support staff across the Foundation. The Board of Governors oversees the whole Foundation.

Our Schools occupy large and beautiful campuses. The facilities are excellent with recent significant developments including newly renovated and extended boarding accommodation and a state of the art dining pavilion. Other recent developments include a dedicated Sixth Form Centre, library, Art department and Science Centre. New facilities for Economics and Business Studies; and Computer Science opened in 2020, alongside two additional houserooms for the students. We have also recently added to our extensive sports facilities - both at Tilsley Park and on the school campus - these offer some of the best sports resources in the area. The Foundation benefits from a continuous refurbishment and development plan, adding further impressive facilities to a very well-resourced organisation that also prioritises sustainable development. In May 2024, the Abingdon Foundation announced its decision to move to co-education. Girls have already joined our our Prep School up to Year 6. From September 2026, our Senior School will welcome girls to our First Year (11+) and Sixth Form (16+) entry points; and to our Third Year (13+) from September 2028.

We may be over 760 years old but we are a forward-looking, dynamic school. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.



A handwritten signature in black ink that reads "Justin Hodges". The signature is written in a cursive, slightly stylized font.

Justin Hodges
Director of Finance & Operations

The Music Department

Music holds a prominent and vibrant place in the life of Abingdon School, both within the formal academic curriculum and as part of our formidable Other Half offering. The purpose-built Music School sits within the Amey Theatre Arts complex, a building which it shares with the Drama Department. The Music Department has the use of an impressive number of individual instrument tuition rooms as well as several larger spaces for ensemble performance. There are also more conventional classroom spaces for the teaching of academic music and we have our own IT suite and further facilities to support Music Technology. The key performance space is at the heart of the building, namely the Amey Theatre, but we use various other spaces around the school as well, both inside and out.

Over 400 of our students have instrumental tuition and are taught individually by a team of four full-time and some forty visiting music teachers. Abingdon's tradition for music is well established and enjoys a considerable reputation, both regionally and nationally, for the range, the quality and the large numbers involved in its many choirs and ensembles. They include three orchestras (Symphony and Sinfonia, Chamber), four bands (Concert and Lower School Wind, Jazz and Big Bands) and four choirs (Chapel, Joint Chamber, Lower School Choir and our Joint School's Choral Society). Further ensembles give pupils opportunities to play jazz, pop and rock. A distinctive feature of the department's work includes the large number of chamber ensembles, over thirty, that receive weekly coached rehearsals. We also have Music Technology as part of our offering - with some group activities and some 1-2-1 sessions where pupils wish to take this aspect of their music to a higher level.

The department's work includes the presentation of a large number of musical events designed to give all musicians encouragement and opportunities for performance at all levels from beginner to advanced. They range from masterclasses given by distinguished musicians to large-scale choral and orchestral concerts to our weekly lunchtime informal concerts. Our Solo Platforms, Chamber Concerts and Abingdon Young Musician of the Year competition provide opportunities for our gifted musicians at all stages of their school careers.

Fuller information on the Other Half element of Music at Abingdon can be found on our website [here](#).



Job Description

The Role

Location: Abingdon School

Department: Music Department

Reports to: Director of Music

Key roles and responsibilities

- To deliver inspirational classical and acoustic guitar tuition throughout the academic year
- Enthusiasm both for the guitar and for learning processes
- Dedication to high standards in both teaching and learning
- A willingness to look beyond traditional repertoire and methods of teaching
- Excellent communication skills and an ability to respond appropriately to the varied needs of the pupils
- Adaptability to fit teaching hours around pupil availability
- Organisation and planning to timetable individual music lessons for guitar students
- To write termly instrumental reports for parents
- Encouragement in supporting pupils in school concerts, examinations, local competitions etc



Person Specific Criteria

Essential Qualities

- Excellent communication and teaching skills
- An understanding of individuals' needs and an ability to adapt to meet them
- An ability to inspire and motivate students
- A good team worker
- Administrative skills to timetable rotating pupils efficiently
- An instrumental diploma, teaching qualification or proven teaching experience
- A commitment to the principles of equity, diversity and inclusion
- A commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people



Further Information

Terms and Conditions

- Visiting Music Teachers at Abingdon School are appointed on a **self-employed basis** and invoice parents directly for music tuition. The current recommended rate of charge is £57.50 per hour.

Notes

- The role is to start as soon as is viable, ideally from September 2026 and is expected to be on an ongoing basis during school term times. Published term dates are available at [Abingdon What's on: Term and Key Dates](#)
- It is likely that the hours initially will be for between 3-4 hours which are subject to change both based on demand and allocation.
- Scheduling/hours of work: Visiting Music Teachers manage their own individual tuition scheduling through the SOCS platform (support/instruction will be provided on this for those who are unfamiliar with the system).
- Interested applicants will be asked to attend an interview with the Director of Music and to teach a 1-1 lesson with a student. Musical information will be provided in advance.
- Room hire: excellent facilities are available for individual music lessons on a room hire basis (in line with guidance received by the School re HMRC expectations for self-employed staff). The current charge is £2.50 per hour.
- Reporting: as expert, self-employed professionals, Visiting Music Teachers are not under the direct line management of any Abingdon School employee but will work very closely with the Director of Music, the Head of Instrumental Studies and the Music Secretary as well as the rest of the Music Department.
- Ensemble direction and coaching: additional work may be available providing coaching and support for smaller ensembles (or directing large ensembles) for candidates who are interested and have appropriate experience.
- The School will support Visiting Music Teachers with proactive recruitment and encouragement of students to take individual music tuition but cannot guarantee a specific number of students for an instrument.
- As a self-employed member of staff, the post-holder is required to ensure that they have adequate professional indemnity insurance (e.g. through the Musicians Union) and to supply evidence of this to the School.
- For an informal discussion about the role and working arrangements please contact Richard Stafford, Director of Music, initially via email: recruitment@abingdon.co.uk
- Candidates must have the right to work in the UK for the duration of their self-employed contract without any additional approvals. Appointment to the post will be subject to verification of the appointee's right to work in the UK.
- If you would like to apply for this position you will need to register and apply on our recruitment portal MyNewTerm. Further details can be found via our Vacancies page on our Website.
- For safeguarding reasons, please note we are **unable to accept applications by CV**. All applicants must complete the **standard Abingdon application form** with full employment history and providing two suitable references.
- The closing dates for applications is **Tuesday 23 June 2026 (Midday)**. Interviews will be held on **Tuesday 30 June 2026**.
- Early applications are encouraged. We may make an appointment prior to the advertised closing or interview dates.

Further Information

Health and Safety at Work

All staff working within Abingdon share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment. All appointees are required to confirm that they have read and understood the Foundation's Health and Safety Policy.

As a self-employed member of staff, the post-holder will also need to ensure that they have adequate professional indemnity insurance and supply evidence of this to the School.

Training

The following mandatory training will be provided:

- Health & Safety Induction
- Prevent
- Fire awareness
- Initial Safeguarding Training. All staff are required to have level 2 OSCB safeguarding training (triennially) and to attend regular safeguarding updates as required. Note: as a self-employed member of staff, the postholder is responsible for ensuring that they continue to meet all requirements in relation to the maintenance or renewal of safeguarding training and any other training they require to work in this role.

Note: as a self-employed member of staff, the postholder is responsible for ensuring that they **continue** to meet all professional training requirements, including the **maintenance or renewal of safeguarding training** and any other training and CPD they require to work in this role, at their own cost. Self-employed staff are eligible to claim the costs of attending training courses required for their work as allowable business expenses. [See Government Guidance if you are self-employed.](#)



How to Apply

To apply, please go to our [Recruitment Portal](#).

Please do not upload CVs, testimonials or examples of work.

References:

We require at least two satisfactory references, including one from your current/most recent employer. If you've previously worked in a school or with children, one reference must be from the most recent relevant employer where you last worked. If you've been employed by a school, the reference must be from the school's Head. References cannot be from a relative or someone known to you solely as a friend.

For safeguarding reasons, references will be taken up before interview unless you have specifically asked us not to.

Online Checks:

We conduct online searches for all shortlisted candidates to assess their suitability to work with children. Any public information found may be discussed with you at your interview.

Interviews:

If shortlisted, you'll be invited to attend an in-person interview/selection day which will include one or more interviews and will also include one or more tasks (e.g a written exercise) and a tour of the School. If you are invited for interview, further information will be sent to you with your invitation.

These stages will also assess your suitability for working with children. Your employment history, including any gaps in employment, will be explored at interview.

Pre-Employment Checks:

If you're invited for an interview, you'll undergo essential checks with HR, including:

- DBS enhanced criminal records check and checks of relevant prohibitions and barring;
- Verification of identity, address, right to work in the UK, and
- Qualifications check.

If you've lived or worked overseas for 3+ months in the last 10 years, please bring original copies of any overseas police checks

Conditional Offer & Safeguarding

Any job offer is conditional on successful completion of all required pre-appointment checks, including ID check, DBS check, any required overseas checks, barred list checks, prohibitions from teaching and/or management checks (if applicable), satisfactory references, medical fitness, EYFS declaration (if applicable) and verification of qualifications and right to work in the UK. Staff are also required to read and sign to say they have understood key policies including safeguarding and health and safety.

Warning!

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. Providing false information is also an offence and could result in the application being rejected or summary dismissal (if appointed), and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

Questions?

Contact our HR Department at 01235 849136 or recruitment@abingdon.org.uk.

We recognise the value of a diverse and inclusive workplace and are committed to equality of opportunity for all staff and job applicants. We aim to ensure that our staffing at all levels and in all roles is diverse and we welcome applications from all backgrounds and all sections of the community.



ABINGDON

Independent day and boarding school
for pupils aged 11 to 18 years

Co-ed from 2026