



Warwick
Schools
Foundation



Information for Applicants

Job Title Visiting Music Teacher (Guitar)

September 2026

Welcome from the Foundation Principal



Thank you for the interest you have shown in the role of Visiting Music Teacher (Guitar)

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

We are seeking to appoint a Visiting Music Teacher (Guitar) for one day per week to help a busy and thriving Music Department.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

Richard Nicholson MA (Oxon)
Foundation Principal



About Warwick Schools Foundation

Warwick Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils while being an exceptional place to work and the first choice for those seeking independent education for their children.

Our historic schools are Warwick Junior School and Warwick School, which operate as a through-school for boys, and Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep.

These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In 2021 we welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school, and has recently extended its educational provision to boys as well as girls from 3-18.

More information about the schools may be found on their websites:

www.warwicksschool.org

www.warwickprep.com

www.kingshighwarwick.co.uk

www.thekingsleyschool.co.uk

More information on the Foundation can be found at:

www.warwicksschoolsfoundation.co.uk

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- IDPE
- HMC
- IAPS
- ISA
- ISB



Organisational Structure

Warwick Schools Foundation, is registered as both a Charity and a Company, with the Governors being both Trustees of the Charity and Directors of the Company.

The Governing Body is the legal guardian of Warwick Schools Foundation and is responsible for ensuring that it delivers its charitable objective:

'To advance education by carrying on in or near Warwick, day and boarding schools for boys and girls.'

Governors delegate the operational running of the Foundation to the Foundation Principal, who acts as Chief Executive Officer with direct accountability for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson. He is supported by the Foundation Bursar, Mrs Victoria Espley, who acts as Chief Operating Officer for the Charity.

This role will report to the Director of Music and the Head of Instrumental Studies.



Our Facilities

Warwick Campus

Home to some 2,500 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for our pupils. The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

King's High School was also relocated from its historic town centre site in 2019 to join Warwick Preparatory School and Warwick School in a purpose-built home on one spacious, green campus. As part of this relocation, facilities were developed for all schools including:

- Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- A series of pedestrianised Quads.
- A shared Sixth Form Centre for both Warwick and King's High School students to enjoy for shared curriculum enrichment and social activities.
- Improved play space for Warwick Preparatory School, including a nursery garden and 'forest school'.
- A shared Music School for the pupils of King's High and Warwick Preparatory School.

Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve acres of playing fields are just a short drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a bright and welcoming new Learning Resource Centre, a modern and completely refurbished gym and a beautiful garden.



Job Description

Post Title:

VMT Guitar

Hours of Work:

One day per week

Salary range

The current hourly rate for a VMT is £34.01

Location

Warwick Prep School

Start Date

September 2026

Reporting Lines

The post holder will report to the Director of Music and Head of Instrumental Studies

Purpose of this Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Responsibilities

- To teach high quality individual Guitar lessons to pupils of all abilities. The number of pupils taught shall be at the discretion of the Head of Instrumental Studies and the Director of Music as appropriate.

- To prepare musical items with pupils to enhance various occasions in school life e.g. concerts and assemblies.
- To be able to contribute to the Extra Curricular music programme. This will include leading the school’s guitar ensemble, Groovy Guitars.
- To construct and maintain your individual teaching timetable (informing pupils and your line manager of any changes).
- To keep an up-to-date register of pupils.
- To record and follow up absences, liaising with the Music Office and the Head of Instrumental Studies as appropriate.
- To write individual reports once a year commenting on pupils’ progress.
- To prepare pupils for examinations, where appropriate.
- To make contact with parents as need be (in line with the school Communications Policy).
- To keep in regular contact with your line manager about pupils taught, highlighting issues as needed and informing of progress and suitability for extra-curricular groups.
- To be computer literate.

Accommodation

The Music School enjoys dedicated, state-of-the-art facilities including an auditorium, rehearsal studio (including organ), two music classrooms, one keyboard suite running Cubase and Sibelius workstations, percussion studio, 14 practice rooms, music library and instrument storage, office and technical spaces.

Most musical performances are given in the Music School, in Warwick Hall or at St Mary’s Church, Warwick.

Staffing

Music staff include the following:

Director of Music (King’s), Director of Music (Prep), Head of Instrumental Studies, Head of Academic Music, two Teachers of Music, Choral Director, Music Assistant and Organ Scholar and Music School Administrator. There is also a team of some 40 visiting teachers across the department delivering over 450 individual lessons per week across both schools, in piano, strings (including harp and guitar), woodwind, brass, percussion, drum kit and singing. Many students learn an instrument either in or out of school and Associated Board and Trinity exams are held three times a year at the end of each term.

Job Description

Extra-Curricular Programme

The music department has a packed extra-curricular programme which takes place during lunchtimes, before and after school.

Prep ensembles include:

- Orchestra
- Wind Band
- Jazz band
- Choirs (Senior Choir, Junior Choir)
- Brass Ensemble
- Percussion Ensembles
- Groovy Guitars
- Super Strings

Numerous smaller ensembles also run and are formed to cater for all interests, genres and instruments (including brass, woodwind, percussion, strings etc.)

We also offer tuition in music theory and aural skills.

Additional duties

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies as detailed on the Foundation Hub and in the staff handbook.
- To report any Health & Safety problems to the Health & Safety Manager.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Health and Safety

As an employee you are expected to:

1. Take reasonable care of your own health and safety.
2. Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. Co-operate with your employer, making sure you get proper training, and you understand and follow the company's health and safety policies.
4. Not interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. Report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

Person Specification

| | Essential | Desirable |
|--|---|---|
| Qualifications | <ul style="list-style-type: none"> Performance Diploma or equivalent | <ul style="list-style-type: none"> Other qualifications relevant to the Job Description |
| Experience/Knowledge | <ul style="list-style-type: none"> Proven experience of instrumental teaching | <ul style="list-style-type: none"> Coaching Extra Curricular Music groups Ability to teach a wide variety of ages and ability levels Openness to using different techniques to develop general musicianship Ability to teach beginner electric guitar |
| Skills/Abilities | <ul style="list-style-type: none"> Outstanding practical musicianship skills Excellent organisational skills Excellent communication skills A thorough understanding of instrumental technique A thorough understanding of performance technique A thorough understanding of appropriate exam syllabus requirements (Associated Board of Music, Trinity, or equivalent) | <ul style="list-style-type: none"> Capacity to arrange music for specific pupil needs when required |
| Personal attributes | <ul style="list-style-type: none"> Enthusiastic, positive and approachable Professional approach to work Well organised and diligent Willingness to learn and develop | |
| Safeguarding Children, Young People and Vulnerable Adults | <ul style="list-style-type: none"> Understands their role in the context of safeguarding children, young people, and vulnerable adults Ability to form and maintain appropriate relationships and personal boundaries with children and young people | |
| Equal Opportunities | <ul style="list-style-type: none"> Understanding of the requirements of Equality and Diversity | |

Further Details

Working hours: 1 day per week

Working weeks: 35.4

Pay Banding: VMT hourly rate of £34.01

Other benefits:

- Competitive contributory pension scheme (employee contributions matched by employer contributions up to 14%).
- Employee Assistance Programme.
- Staff Fee remission at our Warwick Campus.
- Life Assurance benefits.
- Free meals and refreshments provided during the working day.
- Free parking on site.
- A virtual GP and Physio service.
- Access to a wide range of retail discounts.
- Use of the Sports Complex for staff.
- A strong, supportive staff community.

Appointment Method

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Equality, Diversity and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and workplace culture that values equality, diversity and inclusion.



Appointment Timetable

Completed applications should be submitted to hr@warwickschools.co.uk

Deadline for submission of applications

(on the standard application form): Wednesday 13th May 2026 at 12:00pm

Interview date: Monday 18 May 2026

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Warwick Independent Schools Foundation, a registered charity, number 1088057
A company limited by guarantee; Registered in England; company number 4252305
Registered office: Warwick School, Myton Road, Warwick CV34 6PP