St Swithun's
WINCHESTER

# Visiting Music Teacher: Guitar

Required from January 2026
Self-employed position, 30 weeks per year



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# Welcome from the Prep School Head



**Liz Norris, Prep School Head**

Thank you for your interest in St Swithun's Prep!

We are a lively, forward-thinking prep school which takes great pride in introducing children to as many experiences as possible. We want our children to have fun as they learn, and our curriculum ensures they have plenty of opportunities for learning and discovery.

We are looking for an enthusiastic, talented visiting music teacher to lead individual guitar lessons with students at the prep school (up to age 11).

We hope this pack helps you see what is important to us here at St Swithun's. We would very much welcome your application and look forward to meeting you.

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# Welcome to our school

St Swithun's Prep School in Winchester accommodates 160 girls aged 4-11 with a co-educational nursery and pre-school from 9 months.

The prep school is housed in a pair of state-of-the-art buildings that opened in 2015 and 2016. The main block houses classrooms alongside specialist areas for Art and Design Technology, Computing, Food Technology, Science and Music. The adjacent building contains a Gym and a multi-purpose auditorium with retractable tiered seating.

The Prep School adjoins St Swithun's Senior School, a leading GSA school offering day, weekly boarding and full boarding for girls aged 11-18. Many facilities are shared, including catering facilities and a swimming pool complex that includes separate full-size and learner pools.





The schools are set on an impressive and attractive campus of 45 acres overlooking the Hampshire Downs and within the South Downs National Park. The school is within walking distance of the centre of Winchester, and only an hour from central London.

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# All about us

Children here all enjoy a huge range of opportunities to shine wherever their interests lie; they are guided to give their very best, astonish their audiences and receive their applause. They are the leaders of tomorrow, and it is an enormous **honour and privilege** to be a key influence in their development.





At St Swithun's prep school, **children's happiness** is at the heart of everything we do. We know that confidence is fundamental to success, so all activities are characterised by a palpable sense of fun and enjoyable challenge to ensure that pupils **flourish** in every way during their time with us.

Whilst gently selective and keenly focussed on intellectual rigour, we offer a genuine all-round education, and we place enormous importance on celebrating **diversity** in everything that we do. We offer an inclusive, yet appropriately competitive, sports programme, and we encourage children to have fun, take risks and get stuck in to all that we have on offer.



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# Visiting Music Teacher: Guitar

*Role overview*

VMT's report to either the Senior School Director of Music or the Prep Head of Music and Performing Arts. We are currently seeking an individual to teach guitar to pupils in the prep school (up to age 11). There may be opportunities in the future to expand your teaching to pupils in the senior school.

More than 30 VMTs currently teach a wide range of instruments across both the prep and senior schools, reflecting the strong interest in music throughout the school community. VMTs are encouraged to play an active role in the school's extensive programme of musical activities, performances and concerts.

The prep school benefits from three dedicated rooms for individual music tuition.

## Job Description

- Teach guitar on a one-to-one basis, across all levels of musical ability.
- Challenge musically able pupils and encourage those who need more development.
- Provide reports / updates to the prep head of music and performing arts when requested.
- Communicate effectively and appropriately with parents, students and staff.
- Maintain systems for invoicing parents and paying school facilities fees.
- Complete regular in-house St Swithun's training (including but not only safeguarding, health and safety and data protection).
- Uphold and promote the school ethos and staff code of conduct.
- Actively maintain the safeguarding of students at the school.

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# Visiting Music Teacher: Guitar

*Person specification*





## Person Specification

We are seeking a music teacher who demonstrates:

- Excellent guitar playing and performance ability, underlined by an appropriate level of qualification.
- Music teaching experience, preferably in a school environment.
- Experience of teaching prep school aged children (up to 11 years).
- Passion for teaching and inspiring young students.
- Good organisational skills and reliability.
- Dynamic and enthusiastic teaching style.

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# Terms and conditions and application process

## TERMS AND CONDITIONS

This is a self-employed post and as such you will determine your own hourly rate within the music department's charging structure. The VMT will be responsible for invoicing students' parents directly. The school charges a small facilities fee for each block of 10 lessons taught.

Lessons are taught for 30 weeks per year during term time, across the school week. Days and times are agreed in advance with the music department and with students.

## APPLICATION

The closing date for applications is Monday 7 December 2026.
Interviews will take place the following week.

Please complete our online application form which can be found here..

For any queries about the role or the application process, please contact the HR Department by telephone: 01962 835798 or email: recruitment@stswithuns.com

***Applications will be considered as they are received and we reserve the right to close applications before the closing date.***

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# Child protection and safeguarding

***"St Swithun's is committed to safeguarding and promoting the welfare of children.***
***All staff are expected to share and support this commitment, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service."***

## Child Protection Statement

- Every child has the right to freedom from physical, racial, sexual, verbal or mental abuse (this includes bullying and intimidation). Our overriding aim is the protection of the individual child within the school.
- We require staff to be fully aware of what child abuse is and the different forms in which it may present itself, and of their duties in respect to child protection.
- We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.
- We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.
- The Head ensures that the recommended procedures are followed when recruiting staff.

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# Equal opportunities

St Swithun's welcomes applications from candidates from a diverse range of backgrounds. The school will recruit predominantly based on an applicant's relevant skills, experience, capabilities and potential for development. The ability to work collaboratively with others will also be taken into account.

St Swithun's is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills free from unlawful discrimination or harassment, and in which all decisions are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

We do not discriminate unlawfully on the basis of age, disability, marital or civil partner status, race (including nationality, ethnic or national origin), religion or belief, sex or sexual orientation, gender reassignment or pregnancy or maternity (defined in the Equality Act 2010 as protected characteristics).

If you have questions about our recruitment processes, or would like any support to access our recruitment process fully please do contact us at recruitment@stswithuns.com.

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# Explanatory notes

## Application Form

Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.

Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

The successful applicant will be required to complete a disclosure application form from the Disclosure and Barring Service.

In accordance with government guidelines, we will seek references on shortlisted candidates for teaching and some other posts, and approach previous employers for information to verify particular experience or qualifications before interview. In other cases, if this has not been done, any offer of a post will be conditional upon receipt of satisfactory references. References should be from the applicant's current or most recent employer. If the current/most recent employer does/did not involve work with children, then the second reference should, if possible, be from the employer with whom the applicant most recently worked with children. Referees should not be a relative or someone known to the applicant solely as a friend.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons. The School will only accept references obtained directly from the referee and will not rely on references provided by the applicant or on open references or testimonials.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

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# Explanatory notes

## Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them:

At least two forms of identification, i.e. current driving licence (including photograph), a passport, a full birth certificate or marriage certificate, a utility bill or financial statement showing the candidate's current name and address. These must be issued within the last three months and provide verification of address. Documentation confirmation their national insurance number, where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary - photocopies or certified copies are not sufficient.

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received).
- A check of the DfES barred list database, and the Protection of Children Act List as appropriate.
- A satisfactory DBS disclosure.
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Satisfactory completion of the probationary period.
- Verification of medical fitness appropriate for the job's requirements.
- A written declaration that neither they nor anyone in their household is disqualified from working with children.
- Verification of professional status, such as GTC registration, QTS Status (where required), NPQH.
- Verification that the teacher/applicant is not subject to a prohibition order issued by the Secretary of State.
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).