



Visiting Music Teacher - Singing

Application Pack

Contract: Zero Hours
Start date: September 2026
Closing date: Midday Wednesday 13 May 2026

Early applications are advised as Concord College reserves the right to appoint at any stage during the application process.

Welcome from the Principal

Thank you very much for your interest in coming to work with us at Concord: it is a real pleasure to be able to tell you more about this very special place. Concord students love to learn and are ambitious for their futures. Here they are able to pursue their dreams in a safe, calm and supportive place where ideas can be shared and where inquisitiveness and independence of thought are celebrated. Our students' hard work is rewarded with outstanding examination results, and Concordians go on from here equipped to thrive at the best universities in the UK and around the world.



Concordians live and learn in a diverse, vibrant and truly international community supported by outstanding academic and pastoral staff. They have daily opportunities through our extensive co-curricular, sporting, arts, social and cultural programmes to develop hugely important skills in communication, teamwork and social responsibility. The result of this is that Concordians are overwhelmingly confident, empathetic, respectful and tolerant. Most importantly of all, it means they are happy: you will find many smiling faces here.









Our highly talented body of staff work extremely hard to help students get the very best outcomes. They thrive here too and enjoy the challenge of working in such a vibrant and purposeful environment. It's truly exciting: I do hope that you want to find out more.

Dr Michael Truss *MPhys Hons. (Oxon.) FRAS*
Principal of Concord College

Introduction to Concord College

Concord College is a highly academic independent international school in England for boarding and day students. We welcome students from all over the world and the local area into our vibrant and varied community, which shares a culture of excellence and joyful learning infused throughout with our core values of kindness, rigour and creativity. Girls and boys between the ages of 13 and 18 enjoy fabulous facilities on our safe and beautiful 80-acre campus set in the heart of the English countryside. Our students achieve the highest standards and have a superb track record in gaining entry to top universities in the UK and around the world. We take care to nurture the individuality of our students to develop their self-confidence, encouraging all here to understand the needs of others and to respect the values of our community.

Concord was founded in 1949 by Paul Oertel and Monica Carr-Taylor in Sussex as a response to the hatred and bitterness of war by using language teaching and personal warmth to break down barriers and misunderstandings between peoples. The College grew quickly, moving first to larger premises at Tunbridge Wells and then, in 1973, to its present site in Acton Burnell. In 1969, upon the retirement of the founder principals, the College was bought by Frank Bell who had founded the Bell School of Languages a number of years earlier. In 1977 Concord accepted girls for the first time. The College became a charitable trust in 1983 and has expanded rapidly since. Now with about 600 students (and an almost perfect 50:50 girl:boy ratio), Concord boasts enviable facilities and utterly outstanding outcomes for its students.

<p>90%</p> <p>GCSE grades 7-9 (2023)</p>	 <p>40 different nationalities</p>	 <p>Average class size of 12</p>	 <p>16 students summited Mt Kenya in 2023</p>
<p>A*A*A*</p> <p>33 students with 3 A*s at A Level (2023)</p>	 <p>State of the art science block</p>	 <p>Over 150 Medics, Dentists and Vets in the last 5 years</p>	 <p>73 acre main campus</p>
 <p>12 Oxford and Cambridge places (2023)</p>	<p>100+</p> <p>clubs and societies</p>	 <p>High ropes course</p>	<p>90</p> <p>students with AAA or better at A Level (2023)</p>

".. for bright sparks with drive and determination, there's nowhere quite like it"

– Good Schools Guide

"Those who want to learn with a global outlook and an international community will be in heaven here."

- Muddy Stiletto

About the role

Concord College is seeking to appoint an energetic and enthusiastic Visiting Music Teacher for Singing from September 2026 who can inspire and enthuse others and who will be willing to contribute and add to our established extracurricular programme.

The successful applicant will have the ability to provide vocal tuition expertly and confidently to all age groups (13-19) including classical, musical theatre and popular vocal styles. They should have the ability to teach voice up to and including diploma standard, with a proven track record of helping students pass their music exams or succeeding in their musical aims. Ideally, the applicant will themselves be an active performing musician i.e. in an orchestra/band, chamber group or choir with the ability to run and lead a Choir or other Vocal Ensemble as part of the College Enrichment programme. They will be up to date in their teaching practice with a solid record of CPD.

The Music Department

The music department is highly successful with a team of 2 teachers of Music and 10 visiting peripatetic music teachers. Administrative support is provided to assist with the scheduling and booking of individual music lessons.

The department is extremely well-resourced, with two dedicated classrooms, six sound-proofed practice rooms and a sound-proofed drum studio within our performing arts building and a 265-seat theatre and a multi-track recording studio. The College also benefits from other bookable performance spaces, including the chapel of Acton Burnell Hall ("Old Chapel"). The College has a good relationship with St Mary's Church in Acton Burnell, which is adjacent to our campus: we have used this as a performance space in the past, and students who are preparing for Organ Scholarship applications to Oxford or Cambridge have been able to use the church organ for practice.

Music is compulsory in Form 3, with each class having two periods per week. We then offer GCSE Music as an optional choice for Form 4/Form 5. We currently have 19 students in Form 4 across two classes. The GCSE course replaced Level 2 BTEC Music in September 2024, so the first GCSE cohort are being examined this coming summer. Although we do not offer A Level Music at Concord, students often choose to incorporate a musical element to their Extended Project Qualifications and there have been several Artefacts and Performances with a musical theme.

The department is a major provider of activities on the Enrichment Programme welcoming all year groups across the whole college, both in twilight (4pm-5.30pm) and evening prep time (6.30pm - 8.10pm). We welcome all musicians, promoting a wide variety of genres and styles through our clubs. The extracurricular provision of the Music department is thriving and currently has a growing and successful Orchestra and Choir, around which other music clubs are also formed. There is a String Group, Wind Group, Jazz Club, Band Coaching, Chamber Choir, Lower School Strings, Lower School Band and the Johann String Quartet. In addition, the department provides support for Music Theory as well as Composition and Songwriting support for the GCSE course.

There are dozens of internal and external music-related events per year of varying scales including:

- Whole-college Musical (We Will Rock You - 2022, Beauty and the Beast 2024)
- Concord Showcase (2019, 2022, 2025)
- Seasonal Winter and Spring Concerts
- Form 3 Shakespeare summer production
- Open Mic concerts
- External community lunchtime concerts most recently at St Chad's Church and St Alkmund's Church

We are also keen to invite visiting artists to provide workshops and masterclasses for our students, including a recent piano masterclass by Nadine Cavaciutti and a NOLA Band experience courtesy of

the Heavy Beat Brass group. Concord is also very active in the local community, and we host outreach performances and workshops for local primary schools through our annual Form 3 Shakespeare production in collaboration with the Drama and Art departments.

Music holds a very important role in the life of the College: a significant majority of our students have received some musical training at some point in their lives. The department typically coordinates in excess of 150 weekly individual music lessons in a variety of instruments, and we are blessed with a number of Grade 8 and Diploma-level musicians who are supported by an experienced team of Visiting Music Teachers. Music students are strongly encouraged to be a part of our numerous clubs and events throughout the year. Some recent music student successes have included an undergraduate entry into the Royal Northern College of Music, a music lesson scholarship award to Royal College of Music as well as regular exam successes in ABRSM, Trinity and Rock School exam boards. In the last two years, we have also successfully implemented a Music Ambassador team of 6th Form musicians, who are encouraged to promote Music and our events around the college, leading by example in their commitment to clubs, concerts and the joy of music-making in our College.

Main duties and responsibilities

The key areas of responsibility for this role are:

- thorough planning, preparation and delivery of one-to-one instrumental/vocal lessons including digital lessons when required;
- assisting and participating in the various Music department events and productions as required;
- assisting and/or leading the running of extracurricular music clubs or activities where appropriate to specialism;
- preparing students for music performance exams (including GCSE) and college performances as required;
- promoting the general well-being of students and communicating with the Head of Music, Tutors, Heads of House, Boarding Residents as necessary;
- preparing weekly timetable of teaching in communication with the Music Lessons Administrator;
- attending departmental meetings;
- evaluating and giving appropriate verbal and written feedback as necessary and maintaining accurate records of students' attendance, progress and development;
- complying with policies and procedures, including the Staff Code of Conduct and those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and reporting any concerns.

General and College Responsibilities

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the College in relation to the postholder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

You should be willing to assist in other areas of work within the College which are within your skills and capabilities, as reasonably requested by your line manager.

Person Specification

In order to meet the high standards expected of staff at Concord College, we seek to employ a person with the following qualities, experience, skills and abilities:

Education & Qualifications

- Music degree or relevant vocational qualification;
- a formal teaching qualification may be an advantage;
- general secondary education or equivalent.
- well-developed understanding of the English language.
- GCSE Maths and English

Experience & Knowledge

- A proven track record of helping students pass their music exams (up to an including diploma standard may be an advantage);
- being up to date in their specialism by being an active performing musician (i.e. in an orchestra/band, chamber group or choir);
- ability to run and lead a Choir and/or other Vocal Ensemble;
- a willingness to accommodate the needs of students from a variety of linguistic backgrounds is essential;
- good working knowledge of health and safety law and practices;
- good organisational and interpersonal skills;
- the ability to work collaboratively and professionally with a wide range of people;
- ability to prioritise workload and work effectively under pressure to tight deadlines;
- high degree of common sense, adaptability and resourcefulness;
- numeric and computer skills;
- experience of working in a boarding school

Personal attributes, skills and values

- Honesty and integrity;
- creativity;
- tact and diplomacy;
- reliability;
- rigour;
- kindness;
- drive and energy;
- effective and efficient administrative and communication skills;
- ability to remain calm and professional whilst under pressure;
- ability to deal in an appropriate manner with students, parents and staff;
- flexibility in outlook in order to respond to the College's needs;
- generosity of spirit - the role is likely to require hard work and a professional attitude to the commitment required in a boarding school;
- willingness to take on further training to assist with other roles as required / needed by the college;
- self-motivated and enthusiastic;
- good organisational and interpersonal skills;
- ability to work as part of a team;
- ability to work alone without supervision;
- ability to motivate and enthuse others

Terms of appointment

Remuneration and benefits

Concord College pays a rate of £39.71 per hour for peripatetic music staff, and this is subject to annual review each September.

Concord College employees are entitled to a complimentary lunch (when the kitchen is in operation), participation in a defined contribution pension scheme with employer contribution, an employee assistance programme, life assurance cover, a cash health plan, free parking, income protection and reduced school fees (subject to your child being awarded a place at Concord College).

Holidays

Annual holiday entitlement to paid holiday will be equivalent to 5.6 working weeks per annum, including public holidays, on a pro-rata basis. Due to the nature of the business, some public holidays are classed as normal working days. Payment for holidays will be made at the end of December and August, calculated pro-rata for hours worked in the preceding months.

Hours of work

Hours are variable but will include evenings.

Safeguarding and child protection

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken, which includes checks with past employers and the Disclosure and Barring Service. The College's central role and responsibility is in caring for the welfare of its students. It recognises its statutory duties to pass on concerns and to work with other agencies in the field of safeguarding children.

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the College's Safeguarding Policy.

Health and Safety

In accordance with the Health and Safety at Work Act etc. 1974 and associated legislation, all employees must comply with and assist the College in the implementation of its Health and Safety Policy. Employees must also adhere to any requirements arising from, or relating to, and relevant risk assessments. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Concord College is an equal opportunities employer. Employees must comply with the College's Equal Opportunities Policy and equality, diversity and inclusion practices in force and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Concord College are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the College's positive ethos and culture and must act in accordance with the College's Staff Code of Conduct.

Data Protection

All employees must comply with the College's Data Protection Policy and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

How to apply

Please complete an application form which can be obtained from our HR Department at recruitment@concordcollege.org.uk or call +44 1694 731631.

Application forms are also available on our website: <https://concordcollegeuk.com/about-us/working-at-concord/>

Please note CVs will only be accepted if submitted with a fully completed and detailed application form.

The closing date for applications is noon on **Wednesday 13 May 2026**.

We expect to schedule interviews during the weeks beginning **Monday 18 May 2026**. Interviews will take approximately one hour and will be held at the College. As part of the process you will be given a tour of the College and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications and a search of your on-line social media presence may also be conducted as part of our due diligence checks.

There is no need to visit Concord College before applying as our website provides plenty of information, including key policies.

All applications will be acknowledged.

This post is exempt from the Rehabilitation of Offenders Act 1974. Our policy in relation to the recruitment of ex-offenders can be found on the College website.

Concord College, Acton Burnell, Shewsbury SY5 7PF

www.concordcollegeuk.com

Registered charity number 326279