



**Westminster
Abbey**
Choir School

Application pack



westminster-abbey.org

Job Title: Assistant Tutor (Resident)

Salary: Dependent on eligibility under the national minimum wage rates

Fixed term for one year from September 2026

Closing date: The closing date for applications is midnight on 18 March 2026

Westminster Abbey Choir School

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A letter from the Headteacher

Dear Prospective Candidate,

Thank you for your interest in Westminster Abbey Choir School. Our school is an incredibly special place. The role of Assistant Tutor (Resident) is a relatively new role introduced in September 2024, as part of a broader strategy to provide exceptional and unparalleled pastoral care for our boys. It has been extremely successful and we are now searching for our next Assistant Tutor for the academic year commencing September 2026. The pupils at our school are articulate, thoughtful and incredibly responsible young people. Their love of learning and exceptional musical talents mean that they are a joy to teach. As a full boarding community, the Choir School can often feel like an extended family and relationships between the boys are generally excellent. The staff team are an integral support network and work hard to ensure that all of our boarders cope with the significant demands of their busy schedule.

We are looking for an outstanding Assistant Tutor (Resident), who is keen to fully embrace everything that working at Westminster Abbey can offer. It is an unusual role because with only 30 boys in your care, you become an integral part of their lives in a way that is impossible in a larger school and it provides an excellent opportunity for someone who is considering a career working with children or young people. If you have any questions about the role, I would be delighted to answer them and I can be contacted through my PA, at wacsoffice@westminster-abbey.org. I can thoroughly recommend working at the Choir School – I may be biased, but I think it is a once in a lifetime opportunity!

Best wishes,



Dr Emma Margrett
Headteacher



About Westminster Abbey Choir School

Westminster Abbey Choir School is a remarkable school. It exists to educate and care for around 30 boy choristers of Westminster Abbey. Unique amongst choir schools, Westminster Abbey Choir School admits only singing boys, who are boarders in the relative peace and calm of Dean's Yard in the centre of London. It is thus a small, tightly knit community, with a strong sense of shared purpose both among pupils and between pupils and teachers. The school has a warm, cooperative atmosphere in which flexibility and teamwork are key to the smooth running of the boys' busy timetable.

Boys are selected by audition and academic test at the age of seven to start at the school in Year 4. At age 13 they normally move on to one of a wide range of leading schools, to which the great majority win music scholarships.

In addition to providing outstanding musical training, Westminster Abbey Choir School also maintains a full academic curriculum leading to the Common Entrance Examination at 13+, and in some cases to academic scholarships to senior schools. High standards are expected of both pupils and teachers. This inevitably makes for a busy weekly schedule in which academic and musical commitments have to be balanced.

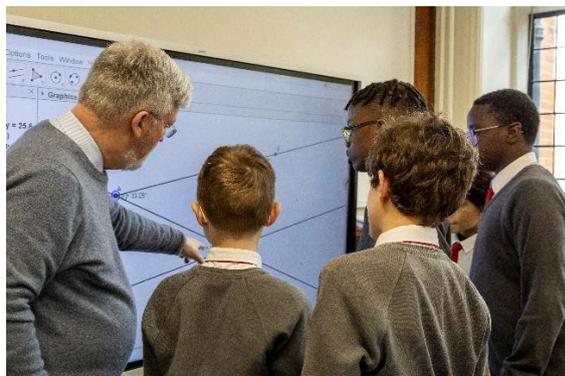
The school is generously staffed with eight full time and three part time academic staff, six full time and three part time support staff and over 15 visiting music staff. As a department of Westminster Abbey, the school forms part of the Abbey's overall administrative structure drawing on its maintenance, finance, IT and human resources departments.

In a school of this size, staff get to know each boy very well indeed and around ten of the staff live on the premises. Central to the school's ethos is an informal, supportive atmosphere in which all of its members – pupils and staff – treat one another with consideration and respect. Indeed, this culture is common to the whole community of Westminster Abbey.

The close relationship with Westminster Abbey brings a special dimension to the school. The boys sing in the Abbey almost every day of the week and develop a special affinity and love for this church, which is both an ancient place of Christian worship and a high-profile national symbol. They are regularly called upon to sing at special occasions such as the state funeral of HM Queen Elizabeth II and the Coronation of HM King Charles III. They also give public concerts both here and abroad, and make recordings. Their touring schedule is due to recommence in April 2026, with a tour of the US.

Outside the normal run of singing and academic lessons, there is a busy programme of extra-curricular activities. In addition to the usual array of sports, boys may be found in a range of pastimes, from dungeons and dragons and climbing to Lego and chess. A special feature of the school year are the periods leading up to Christmas and Easter when the choristers are required to sing in Westminster Abbey. The boys eagerly look forward to these periods and the school continues with a programme of seasonal events.

The school is committed to safeguarding and protecting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Details of the safeguarding policy can be found on the Choir School website: [Policies | Westminster Abbey Choir School](#)



About Westminster Abbey

Above all else, the Abbey is a church, a place of prayer and praise and holy ground at the heart of the nation. It is also a treasured part of Britain's heritage and a leading venue for tourism. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great women and men from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians.

Neither a cathedral nor a parish church, Westminster Abbey is a Royal Peculiar under the jurisdiction of a Dean and Chapter and with direct accountability to the Sovereign. This relationship with the Sovereign dates back to the origins of the Abbey over a millennium ago, but its current form stems from the Charter granted to the Abbey by Elizabeth on 21st May 1560. The Abbey is formally known as the Collegiate Church of St Peter in Westminster, and Minor Canons are appointed by the Dean as members of the College.

We are a welcoming community, but also complex and multi-faceted, with over 600 highly committed employees and volunteers. We have deep respect for the heritage of which we are the custodians, but we evolve continuously to meet the opportunities of the future. In recent times this has included the creation of new departments to focus on transforming our digital presence and delivering a significantly expanded programme of public and community engagement.

Westminster Abbey's mission is:

- To offer daily divine Worship to Almighty God and resource the Church in this vocation;
- To serve the Sovereign;
- To proclaim the Gospel to the nation and Commonwealth, celebrating the distinctive witness of the Christian faith and engaging with the public square;
- To provide a safe, welcoming and inspiring environment for all who come to the Abbey;
- To care for the precious resources entrusted to us: our people, partnerships, buildings, heritage and money.

Following the State Funeral of Her late Majesty Queen Elizabeth II and the Coronation of Their Majesties The King and Queen, which were broadcast to national and international audiences in their millions, interest in the Abbey is very strong. We attract approximately 1.4 million visitors from around the world every year. As we receive no regular income from the State, the Church of England or the Crown, we rely almost entirely on income from visitors.

It is an exciting time to join the Abbey, and we look forward to receiving your application and if successful, welcoming your contribution to the Abbey's history.

Job description

JOB TITLE: Assistant Tutor (Resident)

ACCOUNTABLE TO: The Headteacher of Westminster Abbey Choir School

SUMMARY:

Westminster Abbey Choir School is seeking to appoint a highly motivated, dynamic school leaver or recent graduate to join the staff team in one of England's foremost Choir Schools. Resident on-site, you will work closely with the teaching staff and the pupils to assist with boarding, class teaching, sport and the supervisory duties of the school. You will be expected to be involved in all aspects of Westminster Abbey Choir School life. This role might suit someone who is considering a career in church music, teaching or child psychology and who would like to gain more experience of working with children.

Westminster Abbey Choir school exists to educate and care for the 30 boy choristers of Westminster Abbey. All staff have an important pastoral and educational responsibility to ensure high academic standards in happy secure children who often have remarkable talents.

WORK PATTERN:

40 hours per week. Working arrangements will include three evenings a week and up to two weekend days, i.e., both Saturday and Sunday, with a minimum of two full days off during weeks that fall within School Term Times. The postholder will be required to work on Bank Holidays during the Christmas and Easter Period.

MAIN DUTIES AND RESPONSIBILITIES:

It should be noted that the list of duties and responsibilities in this document is not necessarily an exhaustive statement of the final responsibilities of the post. It is intended to give an overall view of the position and should be taken as guidance only. The post holder may be required to undertake any other reasonable task requested by the Headteacher for a Resident Assistant Tutor which fall within his or her capabilities and which are in accordance with the usual practice of an Independent Boarding and Day School. All staff are expected to promote safeguarding and child protection as a fundamental part of their role and will be supported in this respect by ongoing professional development.

Boarding

- To work with the Deputy Head, Resident Matron & Housekeeper and Activities Co-ordinator & Resident Assistant Matron to enhance the quality and attractions of boarding for boys and parents;
- To play a role in assisting with the pastoral care of boarders;
- To be on duty within the boarding house as required (three evenings per week and up to two weekend days);
- To help the Deputy Head, Resident Matron & Housekeeper and Activities Co-ordinator & Resident Assistant Matron to ensure that there is a pleasant atmosphere and calm discipline in the dormitory area in the mornings and evenings;

- To assist in the supervision of the boys' washing arrangements and educate them in personal hygiene;
- To see that dormitories are kept tidy;
- To assist with the packing and unpacking of trunks at the beginning and end of term;
- To assist in the distribution of clean clothes and see to the neat appearance of boys taking part in Abbey services, matches, school trips and other visits;
- To assist in training boys in the care of their clothes and to ensure the compliance of all boys with the uniform regulations;
- Any other duties as reasonably required by the Deputy Head, Resident Matron & Housekeeper and Activities Co-ordinator & Resident Assistant Matron.

Teaching

- To assist with timetabled lessons as requested, working with small groups as directed and taking occasional responsibility for a class.

Sport

- To assist with the games programme of the school and to support with competitive fixtures.

General

- To assist with the entrance testing of prospective pupils;
- To escort the boys to song school and chaperone in the Abbey when required;
- To play a full role in the duties of the school during the day and to assist with the supervision of prep and pupils' free time and to monitor their behaviour;
- To assist with the supervision of mealtimes and when required to take charge at breakfast or supper;
- To assist with the supervision of music practice under the direction of the Director of Music;
- To encourage the boys to be always courteous and well-mannered;
- If required, to assist with general office duties, answering the phone and conveying messages speedily and courteously.

All Westminster Abbey Choir School Staff

- All staff are expected to adhere to the Westminster Abbey Choir School Staff Code of Conduct;
- All staff are expected to contribute to the boarding and extra-curricular life of the School, which includes work in the evenings and at weekends.

RESIDENTIAL DUTIES AND RESPONSIBILITIES:

- Occupying the accommodation provided during term times;
- Sharing with the other resident staff the supervision of boys outside lesson time, as set out in the School Staff Handbook;
- Assisting the matrons in dormitory supervision on a rota basis;
- Taking the majority of meals with the boys including breakfast and supper;
- Arranging activities for boys in the evenings and at weekends when on duty;
- Attending and contributing actively to resident staff meetings;
- Being aware of the implications of the National Minimum Standards for Boarding Schools for welfare and pastoral care in the school;
- Helping the Headteacher of WACS to perform an annual audit of the NMS if required;
- During the non-academic term periods (the periods when the choir is recalled for special singing duties e.g. at Christmas and Easter etc.) performing resident staff duties as required;
- Taking an active interest in the boys' welfare at all times.

Person specification

This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.

Essential skills, aptitudes, knowledge & experience

The successful candidate will:

- Have appropriate experience or an understanding of, and commitment to, boarding and be resident on site;
- Have excellent pastoral skills;
- Be an exceptional school leaver or recent graduate with a genuine interest in education;
- Show leadership potential;
- Illustrate initiative and imagination in approaching challenges;
- Have excellent inter-personal and organisational skills;
- Be an effective team player able to operate in different roles within the team as required;
- Respond positively to change and be flexible in their outlook;
- Be blessed with patience and a warm and personable manner.

Desirable skills, aptitudes, knowledge & experience

It would be desirable for the successful candidate to:

- Have a background in Music or Sport and be confident to lead an ensemble or coach a sports team.

Safeguarding

The school is committed to safeguarding and protecting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Details of the safeguarding policy can be found on the website: [Policies | Westminster Abbey Choir School](#)



Working for us

Salary

Your salary will be determined in accordance with your eligibility under the [National Minimum Wage and National Living Wage rates - GOV.UK \(www.gov.uk\)](#).

Pension

Eligible staff will be able to join the Abbey's Group Personal Pension plan. Alternatively, staff who qualify to opt into the Teachers' Pension Scheme, may join that instead.

Additional information

Due to the close-knit environment in a full boarding community, applications from close family members of current choristers will not be considered.

Equality statement

Westminster Abbey aims at all times to recruit the person who is most suited to the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

The Abbey and the Choir School will ensure that their shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please ensure the equality section of the online form is completed. This will help us monitor our recruitment practice. The equality form will not be seen by the people making the selection decision.

Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. Offers are subject to a relevant level of criminal record check, receipt of references satisfactory to Westminster Abbey, right to work in the UK, proof of professional qualifications and medical clearance, which will include a work health assessment through our occupational health provider.



How to apply

Application Materials

Your online application should include:

1. The online completed application form;
2. Fully completed online supporting statement showing how you meet the requirements listed in the Person Specification;
3. Please also include your particular interest in this post within the supporting statement section of the online application form.

As well as your previous work experience, tell us about other relevant experience and your leisure and other interests. Clear information on how you meet the overall requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

The closing date for applications is **18 March 2026**.

The Recruitment Process

Interviews are most likely to be held during the week commencing Monday 30 March.

Pre-Interview and Appointment Requirements

Shortlisted candidates will be required to provide proof of identity and right to work in the UK when attending for interview. As part of the pre-interview process, references will be contacted in advance, and an online search will be conducted in line with safer recruitment practices.

All appointments are subject to the following conditions:

- Satisfactory health clearance
- Documentary evidence of all qualifications claimed
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS)
- A minimum of two references deemed satisfactory by Westminster Abbey Choir School. Applicants should note that the school's policy is always to contact referees for verification of references and, in addition, follows best practice to ascertain the reasons for the termination of any previous employment in all cases where a candidate has worked with children.
- Completion of an online search

Please note that it is the School's policy to verify all references and, in line with best practice, to ascertain the reasons for the termination of any previous employment where a candidate has worked with children.

The role will be subject to a probationary period of one term, with scope to extend for a further term if required.

Criminal Record Self-Declaration

Only applicants who have been shortlisted will be asked to complete a self-declaration regarding any criminal record or other information that may make them unsuitable for the position. Any convictions disclosed or revealed through the DBS check will be considered on a case-by-case basis. Shortlisted candidates will be asked whether they hold a current DBS certificate and to provide the date of their most recent check.

If you would like to learn more about the post before applying then you are very welcome to contact the Headteacher of Westminster Abbey Choir School, Dr Emma Margrett, via her PA on 020 7654 4918 or email: wacsoffice@westminster-abbey.org

Please also note that the school website contains further information which informally give an insight into life at the Choir School: <https://choirschool.westminster-abbey.org>