



**Westminster
Abbey**
Choir School

Application pack



westminster-abbey.org

Job Title: Visiting Teacher of Music (Flute)

Salary: £47.99 per hour

Zero Hours

Closing date: The closing date for applications is midnight on: Wednesday 17 June.

Westminster Abbey Choir School

Contents

- A letter from the Headteacher
- About Westminster Abbey Choir School
- About Westminster Abbey & Abbey Values
- Job description and Person Specification
- Working for us
- Equality statement
- Safeguarding
- How to apply



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. I took over as Headteacher in January 2024.

We are advertising for a Visiting Music Teacher – Flute, following the resignation of one of our longest standing members of staff, who has decided to retire from the school to concentrate on other projects. 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 Flute Teacher 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, Rebecca Senior 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 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 peripatetic 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 also recommencing during the 2025-2026 academic year.

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: <https://choirschool.westminster-abbey.org/safeguarding-rse/>



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 around 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:	Visiting Teacher (Instrumental)
ACCOUNTABLE TO:	Director of Music
KEY RELATIONSHIPS:	Pupils, parents and other teaching and non-teaching staff
JOB SUMMARY:	To provide individual lessons in one or more instruments to an agreed number of pupils, as required by the Choir School from time to time
BACKGROUND:	Westminster Abbey is both a place of daily worship, and is one of the UK's leading visitor attractions, welcoming over one million visitors each year. A diverse and lively community work at the Abbey comprising just over 350 employees and a greater number of volunteers. The Choir School is an integral part of the Abbey with the 30 pupils performing at Abbey services and events on a daily basis.

MAIN DUTIES AND RESPONSIBILITIES:

1. Attend the school as required to teach instrumental lessons to individual pupils, small groups or to coach instrumental ensembles.
2. Encourage pupils to take responsibility for their own practice.
3. Advise on repertoire.
4. Prepare pupils for examinations at the appropriate level.
5. Keep the Director of Music informed as to pupil's progress and prepare written reports in line with the school's reporting schedule.
6. Liaise with parents to discuss progress. Keep the Director of Music appropriately informed of all such discussions.
7. Work within the ethos of the school, and with other staff as appropriate, to promote the general progress and well-being of pupils.
8. Be familiar with the Choir School's Safeguarding policy and Health and Safety policy and ensure that the pupil's safety and security is a priority at all times.

Ensure that all duties and responsibilities are carried out in accordance with the School's Health and Safety Policy.

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.



Person specification

Visiting Teachers (Instrumental)

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.

Westminster Abbey Choir School is committed to Safeguarding and promoting the welfare of pupils. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

Essential

Skills/Aptitudes/Knowledge:

1. Advanced level of technical and performance skill in the instrument(s) to be taught.
2. Ability to communicate effectively with children of the appropriate age range.
3. Good working knowledge of ABRSM and other appropriate examination requirements.
4. Ability to assess progress and identify interventions needed to resolve issues with pupils who are failing to perform to the expected standard.
5. Working knowledge of issues relating to Safeguarding of pupils.

Experience:

6. Experience of providing instrumental lessons to pupils of the appropriate age range.
7. Experience of advising on repertoire and preparing for performances and/or examinations.

Personal Attributes:

8. Able to work effectively and collaboratively as part of the Choir School team.
9. Able to maintain confidentiality at all times.

Circumstances:

10. Able to work flexibly and to vary the hours worked very occasionally as circumstances demand.

Desirable

11. Instrumental qualification at Diploma level or above

This Job Profile will be kept under review and may be amended by Westminster Abbey Choir School from time to time. Any proposed changes will be discussed with the postholder.



Working for us

Salary

The hourly rate is £47.99 and is paid on the last Friday of each month. Salary is reviewed annually.

Working hours and employment status

The Choir School has a requirement for Visiting Teachers from time to time and subject to demand. Your hours of work will be agreed with each assignment authorised by the Director of Music. The tenure of your appointment will be determined by the demand for your provision of individual instrument lessons (Oboe) to an agreed number of pupils. The organisation cannot guarantee you any minimum or maximum period of employment.

Annual Holidays

In this post your holiday will be calculated and paid in accordance with current legislation. For the purposes of calculating your pro-rata entitlement your holiday entitlement is inclusive of your statutory entitlement which is 28 days per annum. When calculating your statutory entitlement bank and public holidays are taken into account. The statutory entitlement cannot be carried over from one holiday year to the next and no payment in lieu will be made.

Pension Scheme and Life Assurance

You will be entitled to be enrolled either in Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria. Or, if you qualify for it, you will be entitled to be enrolled in the Teacher's Pension Scheme. www.teacherspensions.co.uk.

Staff Discount

Full details of the pension scheme can be found at [www.teacherspensions.co.uk](#). All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo outlets, which serve refreshments.

Season Ticket Loan

A season ticket loan is offered after satisfactory completion of a probationary period, repayable over 10 months.

Medical Insurance

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.

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.

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 experiences 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 midnight on: **17 June 2026**, please note, we reserve the right to commence interviews prior to the closing date should a high number of suitable applications be received.

The Recruitment Process

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

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.

Interviews are most likely to be held during the week commencing **22 June 2026**

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 by 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>