



**Westminster  
Abbey**  
Choir School

# Application pack

---



**Ref: ID:217**

**Job Title: Teacher of Art**

**Salary: Dependent on Experience**

**Closing date: Friday 5 June 2026**

**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. The role of Part Time Teacher Art offers a rare opportunity to work with very talented choristers in a unique environment. Life in the Abbey Precincts is fascinating, stimulating and stretching, this is work that will suit a talented artist with a gift for teaching and a passion to work with creative young people. 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 a gifted Part Time Teacher of Art who is keen to fully embrace everything that working at Westminster Abbey can offer. You will have sole responsibility for the delivery of Art within the school for all of our 30 pupils, and use of a dedicated art space. With small year groups of around six pupils, art lessons at our school enable specialist teachers to really get to know their pupils. If you have any questions about the role, I would be delighted to answer them and I can be contacted through the School Office at [wacsoffice@westminster-abbey.org](mailto: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 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, with classes of around six pupils, 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 with our first tour taking place to the United States in April 2026.

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 best practice in 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.

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 over 1.3 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, with thriving retail, catering and event businesses making a significant contribution to that income.

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

# Job description

<b>JOB TITLE:</b>	Part Time Teacher of Art
<b>ACCOUNTABLE TO:</b>	The Headteacher of Westminster Abbey Choir School
<b>CONTRACT TYPE:</b>	Part-time (0.4 timetable)
<b>START DATE:</b>	Ideally September 2026, although a later start date may be considered for an exceptional candidate.

## **SUMMARY:**

Westminster Abbey Choir School is seeking to appoint a highly motivated, creative, part time Teacher of Art to deliver high-quality, inspiring art education to pupils, including choristers, fostering creativity, technical skill, and a lifelong appreciation of the visual arts. This 0.4 role contributes to a broad and balanced curriculum within a highly distinctive musical and academic environment.

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.

## **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 Class Teacher which fall within his or her capabilities and which are in accordance with the usual practice of an Independent Boarding 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.

### **Teaching and learning**

- Plan and deliver engaging, differentiated art lessons across the Prep School age range (typically Years 4–8), across approximately 0.4 of the timetable.
- Develop pupils' skills in a wide range of media (e.g. drawing, painting, sculpture, mixed media, and digital art where appropriate).
- Foster creativity, independence, and critical thinking through project-based and exploratory learning.
- Assess, record, and report on pupil progress in line with school policies.
- Prepare pupils for any internal assessments or external examinations (if applicable).

### **Curriculum Development**

- Contribute to the development and review of the art curriculum to ensure it is broad, balanced, and engaging.
- Maintain high standards of display across the school, celebrating pupils' work.

### **Pupil Support and Pastoral Care**

- Support the wellbeing and development of pupils, including the specific demands placed on choristers.
- Contribute to the pastoral life of the school, promoting inclusivity and respect.

### **Enrichment and Co-Curricular**

- Organise and contribute to art clubs, displays, and enrichment opportunities (pro rata to part-time hours) including support with creating props and scenery for the annual school production.
- Support key school events, including exhibitions and open mornings where appropriate.

### **Professional Responsibilities**

- Work collaboratively with colleagues across departments.
- Attend relevant meetings and INSET (pro rata where appropriate).
- Maintain high standards of classroom organisation, health and safety, and safeguarding.

### **Safeguarding**

- Promote and safeguard the welfare of children and young people at all times.
- • Adhere to all safeguarding policies and procedures.

### **ALL WESTMINSTER ABBEY TEACHING STAFF**

- All teachers are expected to adhere to the Teachers' Standards as outlined by the DfE and updated regularly. <https://www.gov.uk/government/publications/teachers-standards>. Full details of the terms and conditions of employment are found in the teaching staff employment contract.
- All staff are expected to contribute to the boarding and extra-curricular life of the School, which includes some evenings and weekends.
- No member of the teaching staff may undertake private coaching of Westminster Abbey Choir School pupils without the permission of the Headteacher.

### **Teaching and learning**

- Planning and preparing lessons and sequences of lessons to the highest standard, in accordance with school policy;
- Teaching such students and groups/sets as are agreed;
- Setting and marking work as required;
- Promoting the progress and academic development of pupils, differentiating for ability as necessary;
- Assessing and recording pupil progress;
- Producing subject reports;
- Preparing students for examinations to senior schools according to the specifications;
- Producing lively displays within the classroom and elsewhere;
- Promoting the subjects taught generally within the school.

### **Other responsibilities**

- Maintaining good order and discipline amongst pupils, safeguarding their health and safety and actively implementing the school's policies on rewards and sanctions;
- Acting as a form tutor if required;
- Supporting pupils as appropriate at major school events and in other activities, e.g. plays, concerts, matches etc.;
- Attending formal parents' meetings and communicating with parents at other times as necessary;
- Attending assemblies;
- Attending and assisting at school lunch on teaching days;
- Attending staff meetings and briefings;
- Undertaking supervisory duties as required including some evenings and weekends, as set out in the School Staff Handbook;
- Playing a full role in the wider life of the school, contributing actively to the extra-curricular programme;
- Upholding both the School and the Abbey codes of conduct.

### **Professional Development**

- Participating in the school's appraisal process for staff;
- Attending and contributing to appropriate INSET;
- Attending all Abbey and School required training and statutory safeguarding training.

### **General**

- Carrying out any other duties as required: the above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Head of Westminster Abbey Choir School within the grading level of the post and the context of the duties of the post holder.



# 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.*

## Qualifications

Essential:

- Degree in Art, Fine Art, or a related discipline
- Recognised teaching qualification (e.g. PGCE or equivalent)

Desirable:

- Experience teaching in an independent or preparatory school setting

## Experience

Essential:

- Experience teaching art to primary or prep-aged pupils
- Proven ability to plan and deliver engaging, high-quality lessons
- Experience assessing and tracking pupil progress

Desirable:

- Experience teaching a broad range of artistic media
- Experience preparing pupils for scholarship or senior school entry
- Experience running clubs or exhibitions

## Skills and Knowledge

Essential:

- Strong subject knowledge across a range of artistic disciplines
- Ability to inspire creativity and enthusiasm in young learners
- Excellent classroom management skills
- Strong organisational and communication skills

Desirable:

- Knowledge of current developments in art education
- Confidence integrating digital tools in art teaching

## Personal Qualities

Essential:

- Passion for art and arts education
- Enthusiastic, flexible, and collaborative approach
- Commitment to high standards and continuous improvement
- Ability to engage and motivate pupils of varying abilities
- Professional, reliable, and well-organised

Desirable:

- Interest in contributing to the wider life of a busy school community

- Sensitivity to the unique environment of a choir school

### **Other Requirements**

- Commitment to safeguarding and promoting the welfare of children
- Willingness to participate fully in school life, within the scope of a part-time role

### **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**

Starting salary is in accordance with the Westminster Abbey Choir School Scale. The scale takes into account the requirements of working in central London and the extra “non-academic” duties undertaken as a member of the Choir School staff. New members of staff enter the scale at the point appropriate to their teaching qualifications and experience. This role is offered with the possibility of being residential.

### **Pension**

The school participates in the Teachers’ Pension Scheme provided by the Department for Education. Staff who are not eligible to join this scheme may join the Group Personal Pension plan.

### **Induction and Probation**

All new teachers will have the benefit of guidance by an experienced mentor whose role will be to help them through the first months of their employment. The school believes in, supports and resources an extensive system of professional development and training.

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

### **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.

*Please note that we will normally seek to contact referees prior to interview.*

As well as completing the online TES application form, if you have any queries about the recruitment process, please send them to: [applications@westminster-abbey.org](mailto:applications@westminster-abbey.org).

The closing date for applications is noon on: **5 June 2026**. However, the school reserves the right to interview suitable candidates before the closing date.

## 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

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.

Interviews are most likely to be held during the week commencing **15 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 the School Office on 020 7654 4918 or email: [wacsoffice@westminster-abbey.org](mailto: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/>.

