



Duke of Kent School Application Pack

Visiting Music Teacher (Peripatetic) WOODWIND

PART-TIME to Commence September 2026

(day/s and hours to be mutually agreed and subject to pupil uptake and timetabling)



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Duke of Kent School is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All teaching staff are required to submit a self-declaration form confirming their suitability to work with children across our age range. Appointment will be subject to satisfactory references and pre-employment checks as detailed in our Recruitment Policy.



I. Advertisement: Visiting Music Teacher Peripatetic (WOODWIND)

Duke of Kent School is a co-educational school with 300 pupils from Nursery to Year 11. The School is organised into three sections: Pre-Prep (Nursery to Year 2); Prep (Year 3 to Year 6) and Senior (Year 7 to Year 11).

We seek to appoint a Visiting Music Teacher (WOODWIND) from September 2026. This is a part-time position, 1 day per week initially.

The ideal candidate will be a committed, enthusiastic musician and teacher able to motivate and inspire pupils, and to communicate with conviction and sensitivity. You should be receptive to new ideas and able to work as part of a professional team of teachers dedicated to offering high quality music education, fostering the self-discipline and social skills necessary for music-making and inspiring a lifelong love and enjoyment of all musical genres in your pupils.

You will be an instrumental specialist with either a music degree or equivalent and be able to perform to a professional standard on your main instrument.

A valid Driving Licence and car owner would be advantageous in this role, due to the location of the School and lack of public transport.

Conditions

- Working in a small, friendly School in a stunning rural location
- All staff are entitled to a fee remission for children who join the School, pro-rata for part-time staff
- Use of the School facilities: tennis courts, fitness suite & swimming pool when not in use by pupils
- Breakfast, lunch & tea, as well as refreshments, provided during term-time
- Pension scheme, subject to eligibility
- Extremely supportive staff Common Room

How to apply:

To apply please complete an application form which is on the School website:
<https://www.dukeofkentschool.org.uk/private-prep-surrey-england/job-vacancies>

Application will be reviewed upon receipt.

The contact for this recruitment campaign is Tanya Emmett (Operations & HR Assistant) 01483 277313 or temmett@dokschoo.org



2. School Information

Duke of Kent School strives for excellence, expects and celebrates effort, nurtures well-being and presents challenge. Our size allows each pupil to be known and cared for as an individual.

The School has undergone considerable change in the past 13 years, transforming itself from a Prep to a through school, and growing quickly to its current roll of 300 pupils. Key entry points are Nursery, Year 3 and Year 7. Pupils leave at the end of Year 11 to a wide range of local colleges and sixth forms in the independent and maintained sectors.

Our teaching team is made up of experienced, well qualified and highly motivated teachers who have chosen to join our small community where they have a big impact. A dedicated and comprehensive operations staff team supports the teaching team. Across both support and teaching areas, the School currently employs approximately 100 staff (both full-time and part-time). We are also complimented by a team of committed local Governors with broad expertise.

We have a growth mindset, operating on the principle that all learners can, when properly challenged and supported, achieve extraordinary progress. Our focus is on achieving personal best in every aspect of development. We expect, and celebrate effort.

Duke of Kent School works in partnership with parents to support and promote all aspects of pupils' development. We prepare our pupils to play a positive role in their adult lives, as independent learners and thinkers, and to be responsible members of the local and global community.

We expect all members of the community to exercise tolerance, kindness, respect and empathy. We value diversity and pursue equal opportunities for all.

The greatest gift we give each child is a passion for learning and a real curiosity about the world around them. Here at Duke of Kent School near Guildford in Surrey, we all care deeply about educating the whole child. We are proud of the incredible teaching staff who recognise the individuality and strengths of each of our pupils and challenge them to be the best they can be, whilst allowing them the freedom to be exactly who they want to be.

As well as the best possible academic learning environment, the breadth of the music, drama, creative arts and sports opportunities set us apart. Our after school activities programme is also designed to give the students opportunities to develop new passions and talents.

We are a thriving co-ed independent school and our pupils leave our care as happy, independent, rounded, grounded individuals with many joyful memories, and a desire to go out into the world and make a difference.

The School has an inclusive ethos and we are proud of meeting the needs of pupils across a broad range of academic ability. We seek to enable each pupil to achieve his or her potential, to address challenges and to develop interests and aptitudes.

3. Job Description

Job Title	Visiting Music Teacher (Peripatetic) WOODWIND
Job Purpose	<p>To teach WOODWIND within the Performing Arts Department to pupils from Year 3 to Year 11, providing a high quality educational experience ensuring they make sustained progress.</p> <p>The line manager for this the Director of Performance</p>
<p><u>Main duties and responsibilities for individual lessons:</u></p> <ul style="list-style-type: none"> • Report directly to the Director of Music (DoM). • Where appropriate and beneficial follow ABRSM, Trinity or Rockschool specifications and syllabi and prepare pupils accordingly. • Discuss exam support for pupils registered for external examinations with the DoM. • Where appropriate and beneficial work away from exam syllabi and structure and design lessons based on the pupil's musical needs. • Liaise with DoM in relation to and assist in the preparation of GCSE performance pieces for those pupils taking GCSE Music. • Complete personal administration tasks, such as registers and hours, and follow deadlines, liaising with DoM or Performing Arts Administrator over timetables and sorting any day to day issues. • If possible, direct the school big band, preparing it for concerts and performances. Ideally on a Tuesday morning. • Attend departmental meetings as determined by the DoM. • Provide written reports by the end of the academic year. • At least once a year prepare pupils for and assist DoM in preparation of an informal recital or concert. • Communicate with parents and teachers in order to meet the individual needs of each pupil. • Contribute to the extensive Extra- Curricular Music Programme. • Be available to accompany pupils for exams/concerts etc • Keep a register and progress notes on a weekly basis. • If teaching any pupils in Year 2 collect and then return them from the Pre-Prep School building before and after the lesson. • Recruit new pupils to instrumental tuition through demonstrations and performances. • Inform the DoM of general progress or any other pastoral issues. • Maintain and update a thorough knowledge of developments in instrumental teaching. • Ensure professional conduct at all times. • Undertake other reasonable tasks relevant to the needs of the music department as the needs arise. <p>All Duke of Kent staff are expected to:</p> <p>1. Communications:</p> <ul style="list-style-type: none"> • establish effective and positive working relationships with colleagues and support staff • attend Staff Meetings and INSET as required • adopt a collaborative approach to teaching, sharing best practice formally and informally on a regular basis • liaise as necessary with form tutors who act as first point of contact with parents in social or academic matters, communicating concerns and celebrating achievements • to contribute to home-school partnership in support of pupil progress <p>2. Professional Practice</p>	

<ul style="list-style-type: none"> to be aware of and have a proper and professional regard for the School's policies and procedures to provide reasonable cover in the event of colleague absence to maintain individual pupil records, attendance registers and internal reports as required to make a positive contribution to the life of the community, working to maintain the kind, caring and supportive ethos of the School to promote equality for all members of the community to undertake any other reasonable duties as requested by the Head 	
Notes	This job description identifies the key responsibilities attached to the post described. It is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, after consultation.
	<i>Duke of Kent School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).</i>

Person Specification

Competence	Essential	Desirable
<u>Qualifications</u>		
<ul style="list-style-type: none"> Music Degree 		Yes
<u>Skills & Experience</u>		
<ul style="list-style-type: none"> Competent and confident in the use of ICT 	Yes	
<ul style="list-style-type: none"> First Aid Qualification 		Yes
<ul style="list-style-type: none"> Driving Licence with own car 		Yes
<ul style="list-style-type: none"> Experience working with children either in a club or school setting 		Yes
<u>Personal Qualities</u>		
<ul style="list-style-type: none"> Strong Interpersonal skills 	Yes	

• Good administrative and time-management skills	Yes	
• Great team player	Yes	
• Enthusiastic and positive	Yes	
• Relates well to both children and adults	Yes	
• Commitment to the Duke of Kent ethos	Yes	

Safeguarding and Personal & Professional Conduct

Duke of Kent School is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All staff are required to submit a self-declaration form confirming their suitability to work with children across our age range. Appointment will be subject to satisfactory references and pre-employment checks as detailed in our Recruitment Policy.

In addition to a thorough understanding of safeguarding procedures, staff are expected to demonstrate consistently high standards of personal and professional conduct.

This role description identifies the key responsibilities attached to the post described, and is subject to amendment from time to time within the terms of conditions of employment, as the needs of the School may require, after consultation.

This role description stands in addition to the standard expectations of Duke of Kent School staff and to any contractual arrangements.