



# Lingfield

COLLEGE

Nursery | Prep | Senior | Sixth Form

## Lingfield College Recruitment Pack

Music Teacher - maternity cover

[www.lingfieldcollege.co.uk](http://www.lingfieldcollege.co.uk)



# Welcome

*Welcome to Lingfield College, I am delighted that you have taken an interest in joining the team. It is a vibrant and stimulating place to work, where every individual has a vital and valued role to play in the School's ongoing success and future development.*

*Ours is an environment of respect and collaboration; staff and students work together with energy and commitment to achieve an enjoyable and diverse education as well as outstanding results. Our colleagues are equipped with the tools, support and continual professional training needed to succeed and flourish in their post. We invest heavily in the latest technology and we are continually improving and developing our facilities.*

*Working at Lingfield College is rewarding, and you will be joining a community of like-minded people where your colleagues become your friends.*

*Our campus of 40 acres is nestled in the Surrey countryside, surrounded by green fields and beautiful views; yet we are accessible, with the mainline Lingfield train station servicing the London Victoria/East Grinstead line only a ten-minute walk away.*

**We look forward to welcoming you.**

Richard Bool, Headmaster



# Our School

Lingfield College is a vibrant and successful all-through independent co-educational school for over 940 pupils aged 6 months–18 years. The school has a strong academic ethos. Results in recent years have been outstanding, and the curriculum is broad, relevant and innovative. There is a wealth of extra-curricular activities available, and the students are encouraged to make full use of them to develop their own individual strengths and personalities. We work alongside the pupils and their families as a connected and diverse community dedicated to a mutual goal of creating a happy learning environment for our pupils.

## Our Aims

- To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.
- To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.
- To instil and nurture a strong sense of social responsibility, moral justice and environmental awareness so our pupils can positively contribute to a sustainable and just society.
- To guide each child in the discovery, delight and development of their unique gifts, talents and character.
- To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.
- To prioritise physical and emotional wellbeing across every facet of our school community.

## Lingfield, Surrey

Lingfield College is set within a beautiful 40-acre campus located on the outskirts of Lingfield Village in Surrey and close to the borders of Sussex and Kent. It is a delightful place to live in, with the countryside on your doorstep but with vibrant towns and the coast all within reach.

It is also a convenient distance from both London and Brighton with easy transport links. The standard of living in the area is deemed attractive and sought after. Students and staff travel to the school from a wide area, from both rural and urban settings.





# Our Educational Vision

A Lingfield education goes beyond the academic and that is something we pride ourselves on. Our innovative academic curriculum is underpinned by the development of skills, attributes and mind-sets that will help students find success in an increasingly unpredictable future, and support them in becoming effective learners. This approach is complemented and reinforced by our wide-ranging co-curricular and pastoral programmes, and aims to prepare students to flourish in a rapidly changing world. The skills, attributes and mind-sets have been carefully chosen and given formal Lingfield College definitions so that all staff, students and parents can share in the collective vision.



INTEGRITY



COMPASSION



SELF DIRECTION



RESILIENCE



PHILOSOPHICAL THINKING



CRITICAL THINKING



INTELLECTUAL CURIOSITY



PROBLEM SOLVING



CREATIVITY



COMMUNICATION



COLLABORATION



DIGITAL LITERACY



# What is it like to work here?



## Staff Benefits

- Competitive salary package
- Defined contribution pension scheme for staff
- Personalised induction
- Extensive professional support and opportunities
- Fee remission
- Death in Service benefit
- Mediacash health plan to help towards everyday health costs
- Free hot lunches and refreshments, including vegetarian options, bistro dishes and salad bar
- Free car parking
- Staff rewards scheme with discounts on hospitality and retail
- Access to a 24/7 employee assistance programme that offers lifestyle advice and well-being services
- Free access to our extensive sports facilities, including gym
- A range of well-being activities including fitness classes, massage and beauty treatments, complementary or at a reduced cost
- Modern and friendly staff room facilities and a range of social activities for staff
- Staff recognition and reward opportunities
- Refer a Friend Scheme
- Flu vaccinations and health checks for staff
- Cycle to work scheme

— “ —

*I joined Lingfield College in October 2020 and from the outset found it a welcoming, supportive and dynamic place to work. My colleagues and I work hard in a busy learning environment but always with time for the individual, be that staff or student. There is plenty of room to make your mark due to the culture of continual improvement. The lunches are fabulous too!"*

— ” —

Staff member, 2023

# Job Description

The Role :	Music Teacher (maternity cover from January to July 2026)
Reporting to :	Director of Music
Salary :	Based on the Lingfield Teacher's Main Pay Scale
Start date :	January 2026

## The Department

The Music Department, based within a state of the art Performing Arts Centre is a constant hive of activity. Led by the Director of Music, the department is staffed by an Assistant Director of Music, Music Administrator, and a team of 20+ peripatetic instrumental teachers. Two large purpose-build classrooms are equipped with the latest M1 Macs, with Sibelius and Garageband installed, in addition to a collection of nine practice rooms.

Music is studied by all students in Years 7-9, with many keen musicians going on to take the subject as an option for GCSE and A Level. Approximately 50% of students learn a musical instrument and a large number of those lessons are taken at school within the department. With an all-inclusive approach, the department offers a wide variety of extra-curricular activities ranging from two orchestras, Rock Choir, Electric Guitar Group, Swing Jazz Band, String Ensemble, Woodwind Orchestra, Rock Band club, Ukulele Band, Saxophone Quartet, New Orleans Street Band and numerous other chamber style ensembles. In addition, there are a variety of large and small scale concerts throughout the academic year for students to perform in, ranging from a series of small Informal Recitals, through to the larger Christmas Concert and hugely popular 'Cabaret Night' and 'Rock & Jazz Nights' that take place in our Auditorium.





# The Post

The Music Teacher will report to the Director of Music and the specific duties for this position include (but not limited to):

## Academic Teaching

- Plan and teach Key Stage 3 Music lessons covering music theory, performance and composition projects across a wide variety of genres.
- Deliver lessons in all modules for AQA GCSE syllabus.
- Deliver lessons in Edexcel A Level Music with particular responsibility for Bach Chorale Harmony and techniques.
- Accompany, rehearse and prepare students for GCSE and A Level performance exams and concerts.
- Ensure all coursework deadlines are met by students.
- Complete coursework standardisation and moderation with the Director of Music for GCSE and A Level coursework units.
- Attend parents' evenings, GCSE and A Level Options Evenings and market the subject academically. Assist in the organisation, running and development of the Music Scholarship Programme. Organising masterclasses with outside professional speakers, trips to concert halls and orchestras, holding clinics for students helping to challenge, motivate and inspire our scholars.
- Prepare students for university e.g. UCAS references.

## Extra-Curricular

- Assist the Director of Music in the preparation of all the departments concerts and productions, helping to run dress rehearsals and sound checks and assist with backstage needs for students on the night. Main large scale concerts currently consist of : Christmas Show, Cabaret Night, Rock & Jazz Night, Spring Concert.
- Conduct lunchtime and after school rehearsals throughout the week and select repertoire for several of our ensembles both instrumental and choral.
- Perform piano accompaniments for both soloists and small ensembles at concerts.
- Attend and assist with all Music Department trips e.g. West End Musicals and trips to London concert halls.
- Attend occasional weekend rehearsals for special events such as our 'Rock & Jazz Night'.
- Run academic revision clinics to support GCSE and A Level students.
- Organise, present and accompany a series of Informal Recitals, working closely with our team of peripatetic instrumental teachers.
- Take responsibility for organising stage management at concerts and train students in these skills.
- Assist the Director of Music with any public benefit requirements placed upon the department and concerts in the local community.

### **Additional Pastoral and Professional Duties**

- Assume the role of a Year 7 tutor, delivering PHSE lessons and taking care of the pastoral needs of the group, reporting to the Head of Year 7.
- Attend Assemblies and Year group meetings with Head of Year.
- Assist the Director of Music with Scholarship Auditions.
- Participate in the school House System e.g. events such as Sports day and termly interhouse competitions.
- Work closely with our Head of Music Prep School, encouraging links between the schools and offering performance opportunities.
- Participate in INSET training when appropriate.
- Undertake other such duties that may from time to time be reasonably requested by the Headmaster.

The job description sets out the duties of the post at the time it was drawn up. The post holder may be required to undertake other duties within the School as may be reasonably expected, without changing the general character of the duties or the level or responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.



# Person Specification

## Skills and Qualifications

- Qualified teacher with a Music degree from a recognised educational establishment.
- Experience with delivering Music in a classroom and to A Level standard.
- Grade 8 / Diploma standard Piano skills for accompanying GCSE, A Level and Scholarship Performances in addition to accompanying at all concerts.
- Ideally excellent knowledge of Bach chorale harmony and composition techniques.
- Excellent knowledge of Sibelius and Garageband software.
- Experience with conducting choral and orchestral ensembles.
- Outstanding organisation and time management skills.
- Excellent teaching skills.
- An outstanding classroom practitioner.
- Commitment to the highest standard of achievement for all students.
- Good interpersonal skills, ability to communicate effectively with a variety of people.
- Awareness of current educational research and developments.
- Commitment to become involved in the extracurricular activities of the School.

## Personal Qualities

- An enthusiastic, motivational and inspirational musician who has the ability to not just challenge our advanced musicians but encourage and nurture our younger more nervous music students.
- Ability to form positive relationships and work successfully as member of a team.
- Ability to be discreet and maintain confidentiality at all times.
- Ability to remain calm and work under pressure.
- Commitment, loyalty and enthusiasm for the role.
- Confident, positive and flexible attitude.
- Commitment to undertake the professional duties of a teacher as laid out in the School Teachers' Pay and Conditions document (STPCD).
- Ability to create a positive and productive learning environment.
- Ability to work well in times of change within the team.
- Ability to work flexibly and cooperatively and to encourage others.
- Supportive of other teachers within the Department.
- Uphold School aims.

# The Process



[Click here to make your application online.](#)

Any queries to: Head of HR,  
Lingfield College, St Piers Lane,  
Lingfield, Surrey. RH7 6PN  
[hr@lingfieldcollege.co.uk](mailto:hr@lingfieldcollege.co.uk)

## **Closing date:**

Applications should arrive no later than 9.00 am on Friday 3<sup>rd</sup> October 2025 with interviews being held week commencing 6<sup>th</sup> October 2025.

We will consider applications as they are received and therefore reserve the right to close the vacancy earlier than the date stated should we successfully appoint to this role.

*Lingfield College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check via the Disclosure and Barring Service. At Lingfield College we uphold fundamental British values and expect all employees to do the same. Lingfield College is an Equal Opportunities Employer.*