



WOODBRIDGE
SCHOOL

Work with us

SINGING TEACHER

APPLICATION PACK

Singing Teacher

Zero-Hour Contract, 30 weeks per year

Based at Woodbridge School & Woodbridge Prep School

Employed or Self-Employed

Start Date: September 2026

Employed

Individual lesson – £29.84 per hour

Shared lesson – £36.25 per hour

Self-Employed*

Individual lesson – £39.89 per hour

Shared lesson – £44.44 per hour

We are seeking an experienced and passionate Singing Teacher to teach individual Singing lessons to students on site at Woodbridge School and Woodbridge Prep School. This position is offered on a zero-hours basis, working approximately 5.5 hours per week during term time, but this is subject to workload. This position is open to either employed or self-employed.

The successful applicant will have a background in Music and a genuine passion for the subject, ideally with experience of teaching Singing in a school. We have a strong and dedicated staff body and excellent facilities, and you would be joining a warm and friendly working environment. You will be expected to contribute fully to the pastoral and co-curricular life at the School.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>.

**Eligibility for self-employed appointment would be subject to the satisfactory completion of an Employment Status for Tax check by Seckford Foundation.*

Closing date: 7 May 2026

Interviews: 14 May 2026

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).

JOB DESCRIPTION

Job Title: Singing Teacher	
Department: Music	
Hours: Zero-Hour Contract	Accountable to: Director of Music
Job Purpose We are seeking an experienced and passionate Singing Teacher to lessons from beginner to Grade 8 to students on site at Woodbridge School. The successful candidate will be a highly experienced inspiring teacher, who is able to offer a dynamic and individualised approach to singing, with an appropriate qualification in music.	
Key Responsibilities: Encourage pupils to appreciate the value of their subject and provide them with appropriate knowledge, understanding and skills. This will encompass: <ul style="list-style-type: none">• Practice as an inspiring teacher, able to work in a variety of styles and genres, using methods designed to support the individual needs of the students.• Regularly provide the Director of Music with up-to-date records, feedback and timesheets.• Involve yourself and maintain strong links with curriculum music across the School as part of a rich musical education.• Effectively prepare pupils for appropriate music examinations.• Be a leading advocate for singing at the School.• Inspire pupils with confidence to allow them to fulfil their potential.• Produce weekly timetables and maintain student registers, via SOCS.• Effectively manage commitments/deadlines.• Participate in the exchange of good practice and engage in lesson observations and other CPD as part of a busy department.• Assess and record pupils' progress in accordance with School policies and regularly provide feedback to parents and other stakeholders.	
GENERAL RESPONSIBILITIES:	
Health and Safety You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to Woodbridge School's Health and Safety Policy and Health and Safety law.	
Child Protection/Vulnerable adult's statement Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment. You will be expected to support	

this approach in the context of your role and to adhere to and ensure compliance with our policy at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement before starting in work for the school.

Brand values

Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.

PERSON SPECIFICATION

Education and Qualifications	Essential	Desirable
<ul style="list-style-type: none"> Appropriate specialist qualification in Music, or relevant experience. 	✓	
Knowledge and Experience		
<ul style="list-style-type: none"> Extensive knowledge of technique and repertoire; 	✓	
<ul style="list-style-type: none"> Experience in preparing students for all ABRSM and Trinity exams; 	✓	
<ul style="list-style-type: none"> Experience in practicing as a singer; 		✓
<ul style="list-style-type: none"> Experience of professional music making; 		✓
<ul style="list-style-type: none"> Experience of teaching across a wide age range. 	✓	
Skills and Attributes		
<ul style="list-style-type: none"> Piano skills appropriate to accompanying lessons; 	✓	
<ul style="list-style-type: none"> Experience of teaching adolescence male voices. 		✓
<ul style="list-style-type: none"> Supporting students with musicianship and theoretical knowledge; 	✓	
<ul style="list-style-type: none"> An accomplished practical musician, with the ability to inspire pupils of all abilities and foster a creative passion for music; 	✓	
<ul style="list-style-type: none"> Strong communication skills' resilient and flexible with a high degree of emotional intelligence; 	✓	
<ul style="list-style-type: none"> Clarity of thought, together with excellent organisational skills; 	✓	
<ul style="list-style-type: none"> Ability to create and maintain strong, supportive relationships with staff, parents and pupils; 	✓	
<ul style="list-style-type: none"> Good level of IT literacy including the ability to use Microsoft Office and other systems. 		✓
Safeguarding		
<ul style="list-style-type: none"> All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children. 	✓	
Personal Qualities		
<ul style="list-style-type: none"> Willingness and ability to be flexible; 	✓	
<ul style="list-style-type: none"> Ability to relate to staff, students, parents/carers and governors; 	✓	
<ul style="list-style-type: none"> To be highly organised with good time keeping; 	✓	
<ul style="list-style-type: none"> Honest, reliable and patient; 	✓	
<ul style="list-style-type: none"> Commitment and flexible with the demands of the role; 	✓	

<ul style="list-style-type: none">• Enthusiasm to develop your own skills and knowledge		✓
<ul style="list-style-type: none">• Ability to remain calm and function well under pressure;	✓	
<ul style="list-style-type: none">• Work well with the team but also able to work effectively alone.	✓	

BENEFITS

Pension	Teachers' Pension Scheme, subject to a Total Pay and Benefits approach – further details can be provided on request (<i>if employed</i>).
Sick Pay	Occupational Sick Pay, subject to eligibility criteria (<i>if employed</i>).
School Fees	School fee remission may be available depending on individual circumstances and at the discretion of the Governors (<i>if employed</i>).
Training	Training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period (<i>if employed</i>).
Other Benefits	<ul style="list-style-type: none">• Free parking• Complimentary lunch is available when the Dining Room is in operation• Access to Employee Assistance Programme (<i>if employed</i>).

INFORMATION FOR APPLICANTS

In order to apply please complete the application form.

Application forms can be downloaded from the School's website
<https://www.woodbridgeschool.org.uk/about/vacancies/>

Please apply preferably by email, stating **"Singing Teacher"** in the title line to:
recruitment@seckford-foundation.org.uk.

If you are unable to apply by email then please post your application, marking "Private and Confidential" to the People Team at:

Woodbridge School
Marryott House
Burkitt Road
Woodbridge
Suffolk
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.