

Head of Keyboard Permanent, Part-Time, Term Time Contract

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1500 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

With a reputation for holistic endeavour, Whitgift enjoys an unparalleled reputation for delivering a genuine combination of academic excellence and all-round achievement. The co-curricular programme – which provides every one of its students with an exceptional range of clubs and societies across academic departments and beyond – was recognized by ISI in our recent inspection at the end of the Lent Term 2025 as a “significant strength”. We believe in breadth and depth of opportunity, high aspiration, and a “can-do” and engaged attitude: key ingredients for preparing the young people in our care brilliantly for the rest of their lives.

OUTLINE OF POST:

We are seeking to appoint a Head of Keyboard who will deliver high-quality teaching while managing and supporting visiting music teachers, fostering consistency, collaboration, and professional development within the team. The role oversees pupil performance opportunities and musical outreach to raise standards and participation.

The Head of Keyboard will:

1. Provide leadership and direction for their instrumental area, ensuring high standards of teaching, learning, and performance.
2. Manage and support visiting music teachers, fostering consistency, collaboration, and professional development within their team.
3. Oversee pupil progress and engagement, encouraging participation in ensembles, concerts, and examinations.
4. Contribute to the wider work of the Music Department, including concerts, tours, school events, and outreach activities.
5. Work collaboratively with the Director of Music and other Heads of Section to deliver a cohesive, inspiring, and inclusive musical programme across the school.

The Head of Keyboard will report to the Director of Music.

Teaching Responsibilities

- Deliver 1:1 piano lessons to pupils as allocated by the Director of Music, in accordance with the Visiting Music Teacher (VMT) agreement.
- Schedule lessons and communicate details to pupils and families via school systems (currently SOCS). Lessons should typically occur on the same day each week.
- Provide regular assessments of pupils' progress, primarily through Associated Board examinations held in school.
- Complete the school's annual safeguarding update training.
- Teach in line with the parental agreement for music tuition.

Accompaniment Oversight

- Ensure all pupil performances have appropriate accompaniment as required.
- Accompany pupils for school concerts, examinations, auditions, and GCSE/A Level recordings where necessary.

Team Leadership and Support

- Lead and support a team of Visiting Music Teachers, currently comprising four piano teachers, with potential inclusion of other instrumental teachers.
- Represent the team's perspective at departmental meetings.
- Advise the Director of Music on pupil-teacher allocations.
- Assist in resolving any issues within the teaching team.

Performance Opportunities for Pianists

- Organise piano concerts as part of the Teatime Concert Series.
- Serve as an audition panel member for piano scholarship and annual concerto auditions.
- Identify and include pianists who receive tuition outside of school.
- Coordinate pupil performances for school events, including open mornings/afternoons, Headmaster's receptions, and Meet the Tutor evenings.
- Provide ensemble opportunities for pianists, including duet coaching.

Promotion and Inspiration

- Promote the uptake of piano tuition across the school.
- Develop partnerships with external professionals for masterclasses and performances.
- Engage in outreach with feeder schools and other organisations to identify prospective music scholars.
- Encourage high standards and offer additional support to all pupils learning keyboard instruments.

Instrumental Stock Management

- Organise and oversee regular piano tuning and maintenance.
- Ensure pianos are appropriately located to meet departmental needs.
- Maintain an up-to-date inventory of school-owned keyboard instruments.

Person Specification

Essential Criteria

Qualifications and Experience:

- A strong Honours degree (or equivalent) in music
- A minimum of five years' successful Piano teaching experience
- Administrative experience within a teaching environment
- Professional performing experience
- A commitment to safeguard and promote the welfare of children

Personal Attributes:

- An ability to motivate, enthuse and influence with strong interpersonal skills
- Excellent administrative skills

Desirable Criteria**Qualifications and Experience:**

- A higher degree in performance
- Head of Keyboard experience
- Managerial experience within a teaching environment

Personal Attributes:

- A willingness to participate fully in the pastoral care, School duties and co-curricular activities

FURTHER INFORMATION

All our staff benefit from a competitive remuneration package, including:

- A Pension Scheme (with Life Assurance cover)
- Free access to an Employee discount Club
- Discounted school fees for the Foundation Schools (permanent posts only and upon successful completion of the probationary period)
- Access to our onsite gym (available at select hours) and our swimming pool (when available, access is extended to staff)
- Membership with BUPA
- Onsite parking, when available
- Lunch is available onsite during term time

CONDITIONS OF SERVICE

This position is offered as a permanent, part-time (0.6 FTE), term time only contract from January 2026.

The Head of Keyboard will normally work three days per week as agreed with the line manager. The working hours are normally between 8.00 am to 5.00 pm with a one-hour unpaid lunch break., but flexibility will be required with start and finishing times to meet the needs of the school. This is particularly the case with evening concert commitments. Any changes will be mutually agreed in advance with your line manager

The salary range for this post will be Point 35-38 on the John Whitgift Foundation Support Staff Salary Scale. The full-time salary will be between £52,273 gross pay per annum (at Point 35) to £56,115 gross pay per annum (Point 38) depending on qualifications and relevant experience. The **Pro-rata** salary range for this post will be **£31,363.80** gross pay per annum to **£33,669** gross pay per annum to reflect Term Time and 0.6 FTE contract.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at SchoolHR@whitgift.co.uk.

We invite interested candidates to apply as soon as possible as applications will be reviewed on a daily basis and interviews may take place at any time. This vacancy may close earlier than the stated deadline if sufficient applications are received, so early submission is encouraged.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed within completed application forms.

Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service and online media checks (including personal, professional and other online activities). It is an offence to apply for a role at the school if you know that you are barred from regulated activity with children.

November 2025