



CHELtenham
LADIES'
COLLEGE

VISITING MUSIC TEACHER – FLUTE

Required for September 2025

VACANCY INFORMATION





INTRODUCTION

Cheltenham Ladies' College is one of the largest school communities of boarding and day pupils in Europe, having first opened its doors in February 1854. Today, this pioneering heritage is honoured whilst leaning imaginatively into the needs of a complex and changing world. A warm and inclusive pupil community is supported by a large and dedicated staff body, occupying a 36 acre dispersed campus right in the heart of the town, with a teaching staff of around 150 (part-time and full-time) and a pupil body of 836, living in the UK as well as over 40 countries.

THE VACANCY

A teaching role at College will give you pupils who are well-motivated, disciplined, conscientious and willing to learn, alongside access to excellent resources, professional support and personal development.

An inspiring and enthusiastic individual is required to join our highly successful and thriving Music department as Visiting Music Teacher – Flute. The successful candidate will be required to teach a range of pupils; aged 11-18 years.

Key information:

- Zero hours contract
- A total of c.12 hours' teaching available,
- Coaching a weekly flute ensemble

- Current rate of pay is £35.87 or £37.16 per hour, plus holiday pay at 15.55%.

Hourly rate dependent on postholders choice of pension scheme. Should the postholder opt to be a member of TPS they will receive £35.87 per hour. Should they opt for the DC scheme they will receive £37.16 per hour. The DC option attracts an additional 12% non-pensionable cash allowance.

If you would like to find out more about Teaching at College and other aspects of College life, please visit our website www.cheltladiescollege.org

If you have any questions, please contact the HR Department by email on HR@cheltladiescollege.org. The HR department is open from 8.00am to 5.00pm, Monday to Friday. We look forward to receiving your application in due course.

Closing date of application is Thursday 12 June 2025 (5pm)

Interviews will be held week commencing 23 June 2025

Please note that applications will be considered as they are received, and College reserves the right to appoint at any time in the process.



DEPARTMENT DETAILS

The Music department comprises around forty full and part-time staff, encompassing seven full-time musicians, and over thirty Visiting Music Teachers plus a full-time dedicated Department Administrator.

The Department is led by the Director of Music who is supported by a number of Heads of Faculty: Head of Academic Music, Head of Keyboard, Head of Strings, Head of Vocal Studies, Head of Woodwind, Brass and Percussion plus full time curriculum Teacher, Graduate Accompanist and a College Organist.

Music staff belong to one of four faculties: Keyboard; Strings; Vocal Studies; Woodwind, Brass and Percussion.

Teaching resources are readily shared and there is a large variety of resources available to support teaching throughout the age and ability range. We prepare and enter pupils for ABRSM graded exams; LCM Music Theatre exams; Trinity graded exams; and Trinity diplomas. All instrumental and vocal teachers are consulted and involved in preparing pupils for the practical components of GCSE, A level and IB qualifications.

Facilities:

- 29 individual teaching rooms (including designated rooms for harp/double bass, percussion, guitar and drum kit).
- Music library and curriculum resource centre.

- A suite of well-equipped curriculum classrooms.
- A level / IB tutorial room.
- 2 Computer suites, with iMacs running Sibelius and Logic software.
- Sanders Room (a recital room) in which most lunchtime concert series are held and the Council Room in which rehearsals/concerts are held as well as most practical examinations.
- Major concerts/rehearsals are staged in the Princess Hall and Parabola Arts Centre.
- Public concerts are often staged in Pittville Pump Room.

The department is well resourced as detailed below:

Princess Hall:

- 3 manual pipe organ (by Kenneth Tickell)
- Bösendorfer 280VC Concert Grand
- Yamaha grand piano model C3
- Pedal timpani

Council Room:

- Steinway model B

Sanders Room:

- Viscount Canticus II digital organ (2 manuals plus pedals)
- Yamaha grand piano model C3 (plus an upright for 2 piano work)
- Timpani and orchestral percussion

Parabola Arts Centre:

- Fazioli F278 concert grand piano
- 1 manual and pedal pipe organ (by Kenneth Tickell)



In Houses:

Each House has several practice rooms. In total, throughout the campus and the boarding houses, there are over 100 pianos.

The string and wind/percussion faculties have large stocks of College instruments, including pedal harp, double basses and a full range of orchestral percussion.

The music library is well-stocked with a large number of sets of choral music, vocal scores, orchestral music, instrumental and chamber repertoire, and curriculum resources, including a large number of miniature scores. We have access to the Berlin Philharmoniker's Digital Concert Hall, and have a good stock of CDs. Additionally, pupils and staff have access to a very large stock of CDs and DVDs in College's two libraries. Our iPads have a range of exciting apps aimed to support various elements of academic study.

Co-curricular:

Two symphony orchestras; string orchestra; symphonic wind band; jazz band; 5 choirs; 15-20 chamber groups (the number varies from year to year); assorted ensembles; a new Collaborative Piano Pathway encompassing duets, accompanying, jazz piano etc.

Numerous performance opportunities, including: Junior Concerts; Choral and Symphonic Concerts; the Christmas Concert; Carol Services; House Music Competition; Musicals; College Choir visits to major cathedrals; the Spring Concert including concerto

opportunities; the Summer Concert; ad hoc Masterclasses; Scholars' Recitals; the Lunchtime Concert Series; biennial European Tours (we have performed in venues such as the Duomo, Florence; San Marco, Venice; St Peter's Basilica in The Vatican).

There are approximately 40 music award holders in College across the whole age-range. Music Award Holders attend tailored, music scholarship enrichment programme on Saturday mornings, in the Music Wing. This affords music staff the opportunity to run workshops and to give talks and stage other creative activities.



JOB DESCRIPTION

Reports to: Director of Music through the Head of Faculty

Job Purpose:

To teach an instrumental/vocal study or a combination of instruments to pupils individually or occasionally in small groups.

Main Duties and Responsibilities:

- Teach pupils from beginner to diploma level and to propose and prepare pupils for the internal scholarship audition, as appropriate;
- Prepare pupils for instrumental/vocal examinations, as appropriate;
- Propose and prepare pupils for performance opportunities drawn from the department's annual schedule of concerts and other musical events;
- Prepare pupils for participation in instrumental/vocal prizes;
- Help prepare individual pupils for the practical components of GCSE, AS, A level and IB music;
- Prepare pupils for external competitions and auditions, as appropriate;
- Propose and prepare pupils for relevant workshops and masterclasses;
- Encourage pupils to join appropriate instrumental ensembles, orchestras and choirs;
- To liaise with pupils' teachers or other staff, with regard to addressing a pupil's particular needs;

- To undertake any other reasonably allocated duties as required.

Specific responsibilities:

- Plan lessons, prepare/share resources to enable pupils to develop confidence;
- Provide feedback to pupils and teachers in relation to pupil progress whenever required;
- Record and report any pupil absence or lateness to Departmental Administrator, Director of Music/Head of Faculty;
- Assess and record the progress of pupils, reporting to Director of Music/Head of Faculty;
- Give pupils support when requested by parents and agreed by Director of Music/Head of Faculty;
- Write reports on pupils' progress and attend parents' meetings as required;
- Perform in College orchestral concerts when required.



PERSON SPECIFICATION

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

E = Essential
D = Desirable

QUALIFICATIONS AND TRAINING

- A good degree or diploma in Music E
- Highly effective teaching skills by having a solid, up-to date working knowledge and understanding of a range of teaching and learning strategies and knowing how to use them
- An ability to utilise and incorporate technology effectively to facilitate teaching & learning
- An ability to inspire, empower and motivate pupils to engage with new initiatives and developments and to encourage them to take responsibility for their personal development
- A genuine commitment to putting pupils first and an enjoyment of working with young people
- A teaching qualification D
- Experience of instrumental/vocal teaching to diploma level

KNOWLEDGE, SKILLS AND EXPERIENCE

- Excellent communication skills, both orally and in writing E
- Team player, able to work with and adjust style as required
- Ability to prioritise and to work flexibly to tight deadlines
- Significant performing experience (solo or collaborative) at a very high level D

PERSONAL QUALITIES

- Personable and friendly and able to empathise with pupils E
- Ability to listen, learn and improve within the role
- Flexible in terms of time management and can adapt to the needs of pupils and school
- Respects and practices good time keeping, punctuality and reliability

Committed to the safeguarding of children E



BENEFITS OF WORKING AT CLC

PENSION SCHEME: Membership of the Teachers' Pension Scheme; or Membership of a Defined Contribution (DC) Pension Scheme. The DC option includes an additional 12% non-pensionable cash allowance, where you are currently a member of the Teachers' Pension Scheme.

WELLBEING: Membership of our Health & Fitness Centre is available at minimal cost for yourself and at a reduced rate for your family. Facilities include a pool, fitness suite, sports hall and tennis courts. Yoga and Pilates exercise classes are available after work and at lunchtime at no cost.

SUSTAINABLE TRANSPORT: Cycle to work scheme – providing a tax-free salary sacrifice scheme. Electric vehicle charging (limited provision – booking required).

EVENTS: Access to College and other sponsored events.

HEALTH CASH PLAN: Company funded health cash plan - Level 1 which includes access to a free and confidential counselling service.

PROFESSIONAL DEVELOPMENT: College supports continuous professional development

SUBSIDISED RESTAURANT: Access to a subsidised staff restaurant. Other refreshments are available at no cost. Meals in houses with pupils are free.

LIBRARY: College has two libraries and all staff become a full borrowing member on joining

SAFEGUARDING

You will be required to become familiar with College's Safeguarding (Child Protection) policy and comply with its requirements to safeguard and protect the welfare of children. Our safeguarding policy can be accessed [here](#).

All staff are asked to complete mandatory training on KCSIE (Keeping Children Safe in Education), Staff Code of Conduct and other key areas, to read the relevant policies as well as being aware of identity of the Designated Safeguarding Lead & deputies, and the identity of the Designated Safeguarding Lead.

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CHELTENHAM
LADIES'
COLLEGE

SNAPSHOT

836
GIRLS AT CLC



CLC OPENED
ITS DOORS IN
1854

150 DIFFERENT
CO-CURRICULAR
ACTIVITIES

8,935 MEMBERS
OF GUILD
(OUR ALUMNAE
ASSOCIATION)
IN EIGHTY COUNTRIES



958 SPORTS
FIXTURES
IN 2023/24

18
YEARS OLD

OVER 100
EXTERNAL
SPEAKERS
PER YEAR

590+ STUDENTS TO
THE SUNDAY
TIMES TOP 10
UNIVERSITIES WORLDWIDE
SINCE 2020



BOOKS IN THE LIBRARIES



OFFERS FROM
30+
US COLLEGES
IN 2024

OVER 2,200 HOURS
VOLUNTEERED ANNUALLY AS PART OF
OUR COMMUNITY LINKS PROGRAMME

100+
OFFERS FROM OXBRIDGE
& IVY LEAGUE
SINCE 2020

1 IN 10
STUDENTS
TOOK PART IN A DRAMA
PRODUCTION IN 2023/24

36 ACRES
THE TOTAL SIZE OF COLLEGE'S
DISPERSED ESTATE IN THE HEART
OF CHELTENHAM

212
MEMBERS OF TEACHING STAFF
(INCLUDING VISITING TEACHERS)

NEW SOLAR PANELS SAVED
21.6
TONNES
OF CARBON
DIOXIDE
EMISSIONS IN
4 MONTHS



CHELTENHAM
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