

Head of Keyboard **Permanent, Part-Time, Term Time, Support Staff Contract**

Whitgift is a leading independent day and boarding school for boys, with approximately 1500 pupils including over one hundred boarding pupils and flexi boarding pupils. It is set in an attractive 48-acre parkland site in South Croydon enjoying excellent links to London, Surrey and the south coast.

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 Involve). 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.

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff to share this commitment.

To comply with the Whitgift Equal Opportunities policy and to ensure positive relationships are upheld within the school community, through effective communication, in line with professional norms.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high-quality service provision.

This job description will usually be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

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

A competitive remuneration package, including:

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

CONDITIONS OF SERVICE

This position is offered as a permanent, part-time (0.48 FTE), term time only, **support staff contract** from October 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 £54,364 gross pay per annum (at Point 35) to £58,360 gross pay per annum (at Point 38) depending on qualifications and relevant experience. The **Pro-rata** salary range for this post will be **£26,095** gross pay per annum to **£28,013** gross pay per annum to reflect Term Time and 0.48 FTE contract.

APPLICATION INFORMATION

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

To apply, please visit [Current Vacancies - Whitgift School](#). 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.

In line with Home Office requirements under the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to demonstrate their right to work in the UK by presenting original documents evidencing their identity and eligibility to work in person. Right to work checks may also be completed using the Home Office online right to work checking service (share code).

The School also requires sight of original qualification and professional membership documents as detailed in the application.

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, online media checks and overseas checks. It is an offence to apply for a role at the school if you know that you are barred from regulated activity with children.

All roles within the school involve contact with children and are therefore classed as regulated activity. Child protection and safeguarding are the responsibility of everyone who works or volunteers in our school. All staff must be committed to providing a safe environment for children and supporting the school's safeguarding ethos.

The post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to declare all convictions and cautions, even those that are "spent" unless they are "protected" under the DBS filtering rules, to assess suitability to work with children. Shortlisted candidates will be asked to disclose information relevant to safeguarding prior to interview.

September 2026