



The West Bridgford School



Visiting Music Teacher of Guitar Application Pack



East Midlands
Education Trust



Loughborough Road
West Bridgford
Nottingham
NG2 7FA

Tel: 0115 9744488
Email: adminoffice@wbs.school
Website: www.wbs.school

Mr T Peacock B.Sc (Hons)
Headteacher

The West Bridgford School

02nd February 2026

Dear Applicant,

Re: Visiting Music Teacher – Guitar

Thank you for your interest in the above post. The Governors are seeking to appoint a Visiting Music Teacher.

Enclosed with this letter are the following:

Copy of the Advertisement

Job Description

Applicants should return the application form (CVs are not acceptable), with a letter of application, by 12 noon, Monday 23rd February 2026.

Yours sincerely,

Staff Services Department

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.

REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373 REGISTERED OFFICE: LOUGHBOROUGH ROAD, WEST BRIDGFD, NOTTINGHAM NG2 7FA



The West Bridgford School

Loughborough Road, West Bridgford, Nottingham, NG2 7FA

Head Teacher: Mr T Peacock

Tel: 0115 9744488

Email: recruitment@emet.uk.com

Secondary Roll: 1813 including 453 in Post-16

Part of the East Midlands Education Trust



Visiting Music Teacher of Guitar

Required from: as soon as possible

The West Bridgford School has an opportunity for an outstanding Guitar Teacher, who is able to inspire and develop our musicians at The West Bridgford School. The successful candidate will be able to teach all types of guitar (Electric, Acoustic, Bass and Classical) to suit the needs of the individual student.

The successful candidate will be comfortable teaching students from Years 7 to 13, from beginner to post grade 8.

The post holder will be engaged on a self-employed basis and will be expected to be available for at least one day per week, term time only. The rate of pay is £34.50 per hour.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion. For further information, and an application pack, please visit our web site at www.emet.academy/vacancies or email recruitment@emet.uk.com

Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is at 12 noon, Monday 23rd February 2026

The West Bridgford School

Code of Practice for the Provision of Music/LAMDA Lessons

1. Agreement Between Parents and Peripatetic Music/Drama Teachers

- Lessons will be provided by peripatetic (peri) music/LAMDA teachers, who will invoice parents/guardians directly.
- The contract for the provision of lessons will be between the peri music/LAMDA teacher and the parent/guardian of the pupil.

2. Fees and Invoicing

- Fees for music lessons will be set by the school and reviewed annually.
- Peri music teachers will issue invoices directly to parents/guardians, on a 10-lesson cycle, outlining the cost of the lessons and the payment terms.
- Payment should be made directly to the peri music teacher as per their instructions. The school will not be responsible for any financial arrangements or disputes.
- Music/LAMDA lessons are charged on a one-to-one basis and only music theory lessons should be conducted with small groups when this will support the learning of the group. Where this is appropriate students should be invoiced as a fraction of the one-to-one cost.

3. Scheduling of Lessons

- Lesson times will be arranged directly between the peri music teacher and the pupil/parent, with the agreement of the school to avoid disruption to academic timetables.
- Lessons will typically occur during school hours, with consideration given to rotating lesson times to minimize the impact on the pupil's curriculum. The latest a music lesson can be scheduled would be to end by 5pm, the earliest may start from 7.50am.

4. Commitment and Notice Period

- Parents are expected to commit to lessons indefinitely with the contracts that they complete.
- A minimum of six lessons written notice must be provided to the peri teacher if parents wish to discontinue lessons. Failure to provide notice may result in fees being charged for the remaining lessons within the notice period.

5. Attendance and Absences

- Pupils are responsible for attending lessons as scheduled.
- If a pupil is unable to attend a lesson due to illness or other unforeseen circumstances, parents should inform the peri teacher as soon as possible.
- Missed lessons due to pupil absence will not be rescheduled or refunded.
- If a lesson is missed due to the peri teacher's absence, the lesson will either be rescheduled or refunded.

6. Parental Responsibilities

- Parents are responsible for ensuring payment of fees and for communicating any issues directly with the peri music teacher.
- Parents should ensure that their child arrives on time for their scheduled lessons with all necessary equipment (e.g., instrument, music books, etc.). The only exceptions for students bringing their own instrument is piano and drum kit.

7. School Responsibilities

- The school will provide appropriate spaces for lessons to take place, ensuring a safe and suitable learning environment.
- The school will assist in coordinating timetables to minimize disruption to the pupil's academic studies.
- The school will not be involved in financial transactions or disputes between parents and peri music teachers.

8. Practice and Progress

- Pupils are encouraged to practice regularly at home to maximize the benefit of their lessons.
- Peri music teachers will assess the progress of pupils and provide feedback to parents as appropriate.
- Any examinations to be taken will agree between the peri, parent and student and will be organised between these three parties including payment.

9. Participation in School Activities

- Pupils receiving music lessons are encouraged to participate in school musical activities, such as orchestras, choirs, or ensembles, as part of their broader performing arts development.

10. Safeguarding

- All peri music teachers will have undergone the necessary safeguarding checks and will adhere to the school's safeguarding policies.
- A member of SLT is on call until 5pm the person on duty is published each day in the staff briefing emailed at c. 8.15 on school days. SLT mobile numbers are available from staff services.

11. Disputes and Concerns

- Any disputes or concerns regarding lessons should be addressed directly with the peri teacher. If necessary, the school can provide guidance to help facilitate resolution.

JOB DESCRIPTION

Visiting Music Teacher

Salary:	£34.50 per Hour – Self Employed Basis
Responsible to:	Head of Performing Arts
Hours of work:	The post holder will be engaged on a self-employed basis and will be expected to be available for at least one day per week, term time only.
Other information:	Appointments made are subject to the receipt of satisfactory references, confirmation of medical fitness for this post and the outcome of the enhanced check to be carried out through the Disclosure and Barring Service.

The West Bridgford School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Duties and Responsibilities

- Teach music lessons during the school terms to pupils. Lessons will normally be on a one to one basis but will occasionally include small groups or ensembles.
- To prepare and enter pupils for examinations, ensembles and performances including formal and informal concerts held throughout the academic year.
- To arrange a timetable that is suitable for the needs of the pupils and takes into consideration other school commitments (provided these commitments are notified to you in advance).
- Prepare and send invoices to parents/carers, in line with the instrumental music lesson contract.
- To be entirely responsible for the format and content of the lessons and methods of teaching.
- Record and maintain in a register details of pupils who attend and miss the lessons and provide the school with a copy on request.
- Observe such reasonable and lawful policies and procedures as shall be notified to you by the School from time to time, including (without limitation) those relating to child protection, health and safety, access to and use of the School's information and communication technology, confidentiality and car parking.

PERSON SPECIFICATION
Visiting Music Teacher

<u>Qualifications/training</u>	
Music degree	Desirable
Grade 8 Distinction on principal instrument	Desirable

<u>Experience</u>	
Experience of teaching in a secondary school environment	Essential
Experience of preparing students for formal grade qualifications	Essential

<u>Skills</u>	
To be able to lead/conduct small ensembles	Essential
To be able to arrange music for an ensemble where required	Essential
To have an understanding of pedagogy that will enable a child to fulfil potential on their instrument	Desirable
Be able to arrange pieces of music for school ensembles, to suit the needs of students	Desirable
To be able to accompany students on piano	Desirable

<u>Qualities</u>	
Suitable for work with children	Essential
Passionate about the role of music and instrumental teaching in schools	Essential

