



Warwick Preparatory School

Information for Applicants

Double Bass Visiting Music Teacher (Y2 String Project)

To start February 2026

A message from the Head



A warm welcome to Warwick Preparatory School; I am delighted that you are considering applying to work here.

Warwick Preparatory School is a large day preparatory school situated a few minutes' walk from the historic town centre of Warwick and within a skillful longbow shot of Warwick Castle. It occupies a fine site with exceptional facilities and is a flourishing community of around 500 pupils from the age of 3 to 11 including a Nursery of some 60 children. We share our campus with Warwick School and King's High School.

We are a forward-thinking and vibrant school, built on traditional values and the pursuit of excellence in all we do. My team of staff are highly skilled and exceptionally dedicated, enabling our children to fulfil their potential and be the best they can be.

I hope this information gives you a sense of our very special school, I very much look forward to receiving your application.

Hellen Dodsworth
Headmistress



The School

Warwick Schools Foundation comprises: Warwick Preparatory School, Warwick Junior School, King's High School, Warwick School and The Kingsley School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards on the Warwick campus, and, from September 2025, co-education 3 – 18 on our Leamington campus. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.

The Pre-Prep (Nursery to Year 2) at Warwick Prep includes girls and boys, with each class teacher having full-time Teaching Assistant support. All the boys leave at the end of Year 2 with the vast majority moving on to Warwick Junior School on the other side of the campus. In the Prep Department (Years 3 to 6), there are two or three forms in each year. Pupils are taught and looked after by a Form Teacher who will take them for a number of academic subjects, but in addition there is specialist teaching in Science, French, D&T, Art, Games/PE, Music and Computing. At the end of Year 6, the vast majority of girls make the natural step to our sister school, King's High.

Warwick Prep has world-class facilities for the very best opportunities and experiences in the 21st century, with everything from a spacious Nursery to Art and DT Studios, Forest School, science laboratories and a separate music school. Our facilities include a sports hall, a gymnasium, specialist teaching areas for Science, Art, Music, Design and Technology, as well as a computing room. There is a very well stocked, modern library at the heart of the school, and this is managed by our school Librarian. Our links with the two senior schools on our site give us access to many superior facilities including a swimming pool, some 40 acres of grounds, a professional theatre venue (Bridge House Theatre) and Warwick Hall. Warwick Prep School is certainly an exceptionally stimulating educational environment.

The Headmistress, Mrs Hellen Dodsworth, is a member of IAPs and is responsible for the leadership and management of the Prep School. She is very ably supported by the Senior Leadership Team which includes Mrs Dee Alder (Deputy Head), Mrs Deborah Ward (Head of Prep Department), Mrs Gill Smeeton (Head of Pre-Prep Department) and Mrs Julie Johnson (Director of Studies).

Numbers at the school are extremely healthy, with waiting lists in many years. The school has a long-standing academic reputation but is also known for its very friendly, family atmosphere, where children can enjoy their childhood, develop a love of learning, and become confident, creative, and independent young people. The school looks to develop the talent of each and every child and the successful applicant for this post will be able to play a significant role in ensuring that this continues to be a key feature of the school.

www.warwickprep.com



The Role

The school has a long and distinguished history of music-making

This appointment presents an ideal opportunity for an excellent and enthusiastic candidate to join our team of outstanding music teachers, and to develop the provision across the schools. The successful candidate will be responsible for teaching Mini Bass on the Year 2 String Project. There is also scope to grow the role to include individual lesson tuition over time.

Due to the nature of the Instrumental Scheme, this role is tied to Mondays between the hours of 1.15-3.15pm.

There may be opportunity for the successful candidate to work closely with senior staff in the other Foundation Schools to ensure coordination and consistency and that pupils at Warwick Prep School benefit from the best of both worlds



Job Description

The successful candidate will report both to the Director of Music and Head of Instrumental Studies in regards to the following:

- To teach Mini Bass as part of the Year 2 String Project (Monday)
- As pupil numbers develop, to teach a fixed number of individual lessons up to Diploma standard each term as required. The number of pupils taught shall be at the discretion of the Head of Instrumental Studies and the Director of Music (Prep) as appropriate.
- To prepare musical items with pupils to enhance various occasions in school life e.g. concerts and assemblies.
- To be able to contribute to the Extra Curricular music programme.
- To construct and maintain your individual teaching timetable (informing pupils and your line manager of any changes).
- To keep an up-to-date register of pupils.
- To record and follow up absences, liaising with the Music Office (King's High/Prep) and the Head of Instrumental Studies as appropriate.
- To write individual reports once a year commenting on pupils' progress.
- To prepare pupils for examinations, where appropriate.
- To make contact with parents as need be (in line with the school Communications Policy).
- To keep in regular contact with your line manager about pupils taught, highlighting issues as needed and informing of progress and suitability for extra-curricular groups.
- To be computer literate.



Job Description

Accommodation

The Music School enjoys dedicated, state-of-the-art facilities including an auditorium, rehearsal studio (including organ), three music classrooms, one keyboard suite running Cubase and Sibelius workstations, percussion studio, 14 practice rooms, music library and instrument storage, office and technical spaces.

Most musical performances are given in the Music School, in Warwick Hall or at St Mary's Church, Warwick.

Staffing

Music staff include the following:

Director of Music (King's), Director of Music (Prep), Head of Instrumental Studies, Head of Academic Music, three Teachers of Music, Choral Director, Music Assistant and Organ Scholar and Music School Administrator.

There is also a team of some 40 visiting teachers across the department delivering over 450 individual lessons per week across both schools, in piano, strings (including harp and guitar), woodwind, brass, percussion, drum kit and singing.

Many pupils learn an instrument either in or out of school and Associated Board/Trinity exams are held three times a year at the end of each term.

Extra-Curricular Programme

The music department has a packed extra-curricular programme which takes place during lunchtimes, before and after school.

Prep ensembles include:

Orchestra, Wind Band, Choirs, Y6 Jazz Band, Cellissimo, Camerata, Brass Ensemble, Groovy Guitars, Super Strings

Numerous smaller ensembles also run and are formed to cater for all interests, genres and instruments (including brass, woodwind, percussion, strings etc.)



Further Details

The Employer is Warwick Schools Foundation.

Salary

The Warwick Schools Foundation has its own salary scale and salary will be determined according to qualifications and experience

Benefits for Staff

- Staff Fee remission at our Myton Campus
- Complimentary lunch and refreshments
- Free parking
- A virtual GP and Physio service
- Access to a wide range of retail discounts
- Salary sacrifice schemes
- Use of the Sports Complex for staff
- A strong, supportive staff community

Pension

Applicants will be automatically enrolled into a competitive contributory pension scheme.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Appointment Method

Interview and lesson observation

The Application Form

Candidates must submit a letter of application outlining how they meet the job and person specification and what they can offer to the Department and the School.

If you have any queries about the completion of the form, please contact HR at

HR@warwickschools.co.uk



Appointment Timetable

Monday 5 January by 9am

Deadline for submission of applications (on the standard application form).

Monday 12 January

Interviews for short-listed candidates.



Person Specification

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> Performance Diploma or equivalent 	<ul style="list-style-type: none"> Other qualifications relevant to the Job Description 	<ul style="list-style-type: none"> Contents of the Application Form Copies of qualifications
Experience	<ul style="list-style-type: none"> Proven experience of instrumental teaching Experience / understanding of teaching Associated Board of Music, or equivalent examination candidates 	<ul style="list-style-type: none"> Coaching Extra Curricular Music groups Experience teaching small group lessons 	<ul style="list-style-type: none"> Contents of the Application Form Lesson/activity observation Interview Professional references
Skills	<ul style="list-style-type: none"> Outstanding practical musicianship skills Excellent organisational skills Excellent communication skills 	<ul style="list-style-type: none"> Ensemble skills 	<ul style="list-style-type: none"> Contents of the Application Form Lesson/activity observation Interview Professional references
Knowledge	<ul style="list-style-type: none"> A thorough understanding of instrumental technique A thorough understanding of performance technique A thorough understanding of appropriate exam syllabus requirements (Associated Board of Music, Trinity, Rock School or equivalent) 		<ul style="list-style-type: none"> Contents of the Application Form Lesson/activity observation Interview Professional references



	Essential	Desirable	Method of assessment
Personal competencies and qualities	<ul style="list-style-type: none"> • Creative flair • Trustworthiness • Excellent interpersonal skills • Attention to detail • Flexibility • Initiative • Responsiveness • Dependability • Team player • Pride in work • Willingness to learn and develop 		<ul style="list-style-type: none"> • Contents of the Application Form • Lesson/activity observation • Interview • Professional references
Safeguarding Children, Young People and Vulnerable Adults	<ul style="list-style-type: none"> • A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school's policies • A willingness to adhere to the school's policy on safeguarding and to undertake training as required 		<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references • Successful DBS Clearance
Equal Opportunities	<ul style="list-style-type: none"> • Understanding of the requirements of Equality and Diversity 		





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