

Visiting Music Teacher (VMT)

Applications are sought from enthusiastic, cheerful and dependable applicants for a term time only Visiting Music Teacher position. The post would suit someone who is an inspiring teacher, outstanding musician and a strong team player committed to supporting the work of the Music Department and will contribute to the high profile of music at The Mall School

The Mall School in Twickenham is an independent co-educational day school for boys and girls from six months to 11. The school is a charitable trust with a board of governors and is a member of the Independent Association of Preparatory Schools. Pupils leave The Mall School at eleven to a range of leading day and state grammar schools.

The Mall School is based on two sites about a ten minute walk apart. The Nursery at The Mall at 84 Hampton Road and 185 Hampton Road for pupils in Reception and above.

The Mall is a friendly and welcoming environment, which expects the best of its pupils.

Relationships between staff and children are excellent.

Further details about the School are available on our website, as is a copy of the last School Inspection Report.

The Post

The VMTs are responsible to the Headmaster through the Director of Music for their share in the good running of the School .

The main responsibilities for the position include:

1. Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
2. Teaching pupils, ranging from complete beginners to those of a high standard, the technique and musicianship required to play an appropriate musical instrument, offering encouragement, support and guidance as necessary;
3. Teaching weekly 30-minute lessons to individual pupils; 30 lessons given over the course of an academic year.
4. Planning and preparing lessons tailored to each pupil and encouraging, supporting and challenging pupils of all levels of ability.
5. Providing the Director of Music and parents with a rota for lesson times (weekly or half-termly depending on numbers), ensuring that a pupil does not miss the same academic lesson each week. Displaying this rota on the music noticeboard.
6. Communicating with parents by phone and/or email as necessary regarding lesson times, student or teacher absence; also invoicing parents directly at the start of each term.
7. Writing practice notes in each pupil's book at the end of each lesson so they are clear about what to work on each week. If preferred, these can be emailed to parents instead but please be aware that sometimes they are not communicated to the pupil.
8. Assessing and recording the development, progress and achievement of each pupil and writing an annual report, usually at the end of the Spring Term.



9. Preparing pupils for Associated Board (or similar) exams and for solo performances in school concerts. The school will enter candidates for Associated Board exams but you will be responsible for entries and payments for any other examining board.
10. Maintaining standards of pupil behaviour and discipline at all times
11. Setting an example to pupils and maintaining professional standards at all times
12. Maintaining and promoting the reputation of the School
13. Adhering to all School policies and procedures including: Behaviour, Rewards and Sanctions, and Safeguarding

Person Specification:

The successful applicant will be an inspiring teacher, outstanding musician and a strong team player committed to supporting the work of the Music Department and will contribute to the high profile of music at The Mall School.

They should be energetic, organised, flexible, friendly and enthusiastic about their instrument, ideally with several years' experience of teaching beginners as well as more advanced pupils, together with a willingness to learn.

Working as part of a team is vital and they should be able to work constructively within a close-knit and very busy Department in bustling music teaching areas in which children matter. It is essential that the person appointed enjoys working with young people. Equally, setting the right professional tone through liaising with parents, other visiting teachers and academic staff at the school is very important.

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

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

CV's alone will not be accepted but may be submitted in support of the completed application form.

Applications may be sent by post, marked for the attention of the HR and Compliance Manager, or by email to: compliance@themallschool.org.uk. The deadline for applications is **10 September 2026**.

We regularly review applications and reserve the right to close an advert early if we identify suitable candidates. To avoid disappointment, submit your application as soon as possible.