# Candidate Information

## Visiting Jazz Piano Teacher

**SUTTON VALENCE SCHOOL**

# Broadening Horizons.
# Since 1576.

# A Warm Welcome

Sutton Valence School (SVS) has been inspiring pupils since 1576. Our greatest strength is our community. Staff, pupils and parents enjoy mutual respect and kinship that allows each individual to embark on a unique educational journey; a journey fuelled by self-confidence, hard work and high academic standards. It is a Co-Educational Day and Boarding School for ages two to 18 and a member of various organisations such as HMC, BSA, IAPS and ISBA. It is a School with a great heart that values individuality and ensures that every pupil enjoys their own, unique journey through formative years of their education.

The **Senior School** is located in the beautiful traditional village of Sutton Valence in Kent. It currently has 560 pupils (11-18), with around 20% boarding either part or full time.

The **Prep School** - just a few minutes' drive or a short walk down a lovely track – has around 260 students aged 2-11 between its three phases – Nursery, Pre-Prep and Prep.

The School is part of the **United Westminster and Grey Coat Foundation**. This enables the School to work collaboratively with other member schools of the Foundation and also provides invaluable professional support, guidance and development. More information about the Foundation can be found here.

The **HIKSVS International School in Tianjin, China**, is the most recent addition to the Sutton Valence School family having opened in August 2017, offering a British style education in a very different cultural setting. The School has been very successful since its opening and it works closely with the Governors and Leadership of Sutton Valence School. More information about HIKSVS can be found here.

The Senior School has excellent facilities both indoors and outdoors. Our Art and DT Departments have enviable facilities and their own buildings in the Village, the Music School has dedicated teaching/practice rooms and a performance hall, the Drama department boasts a professional standard theatre, and our sports facilities include a full-size AstroTurf, Tennis and Netball courts, extensive fields, a superb indoor swimming pool, a sports hall, permanent Cricket nets and an Athletics track.

The Prep School also has excellent facilities which include, as well as a suite of impressive well-maintained buildings, its own outdoor swimming pool, a large sports hall (with a stage and indoor cricket nets), a full sized multi-purpose astro pitch, a vast open space for sports pitches and dedicated spaces for Art, Music and Drama. The Forest School is a jewel in the crown. It also benefits from the use of all the Senior School spaces as detailed in the paragraph above.

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# Vision, Mission and Ethos

## Vision

Through our community values, broad curriculum, and extensive enrichment opportunities, we believe that all young people at Sutton Valence School will be inspired and supported to fulfil and exceed their potential. We want our pupils to be open-minded individuals who possess a love of learning, are confident not arrogant, and have a strong set of values reflecting our principles as a Christian Foundation.

## Mission

Our Mission is to have a School where one will find:

### Care
A caring, safe, supportive and kind community for the education of children aged 2 to 18, in a day and boarding environment;

### Challenge
A challenging, relevant and broad curriculum encouraging curiosity, delivered in ways that allow all to achieve;

### Choice
An outstanding range of creative, cultural, social and physical activities so that all can develop skills such as self-discipline, commitment, leadership and teamwork;

### Culture
A culture of curiosity and celebration of diversity which promotes excellence, independence and high standards, whilst providing support to all who need it;

### Community
A grounding in moral and spiritual understanding which promotes respect for others, along with self-respect, enabling all to contribute positively to their School community and the world beyond it.

## Ethos

A community where each cares for all and individuality is cherished.

# The Music Department

The Music Department at Sutton Valence is an ambitious and supportive one which seeks to encourage high-quality music making, performance, and participation at all levels and in all genres.

The department currently comprises two full time staff and 12 Visiting Music Teachers. Pupils in the First and Second Form receive a weekly lesson which aim to build musicality, knowledge, and enjoyment and appreciation of differing types and traditions of music. Music is an option in the Third Form, and pupils can further their interest at GCSE and A level.

The School has an excellent tradition of practical music making and current co-curricular ensembles include the Chapel Choir, who perform weekly in Chapel, Chamber Choir, Boys' Choir, Orchestra, Senior Strings, Concert Band, Rock Bands, and other smaller ad hoc groups. The department holds weekly informal Coffee Concerts as well as formal Pupils' Concert every half term in the Groves Concert Hall, which is part of the self-contained Music School at the centre of the School campus.

The Director of Music, Dr Tom Edwards, is always happy to have an informal conversation with interested candidates before applications. He can be contacted on EdwardsT@svs.org.uk.

# The Post

Sutton Valence School is seeking to appoint a well-qualified, enthusiastic and inspirational Jazz Piano teacher to give individual lessons, taking pupils from beginner to achieving their full musical potential during their time at the School. This sometimes includes preparation for scholarships and external exams such as with ABRSM.

Children who enjoy their curriculum Music lessons are encouraged to take up additional individual music lessons provided by a group of Visiting Music Teachers. These VMTs provide lessons in a wide variety of instruments. This post is to teach individual lessons at the Senior School and we are looking for an inspirational teacher to start at from as soon as possible. The School has a fine tradition of music and provides a varied programme of performances. Candidates must be passionate about music and most importantly must have an excellent rapport with children. There may be potential for leading ensembles or other appropriate groups.

The current commitment is approximately currently an hour and a half a week, with the potential to grow for the right candidate. Additional support will be required occasionally and as necessary to prepare for events and exams.

# How to Apply

To be considered, applicants must complete the official application form in full.
Please note that CVs will not be accepted as a substitute.
Your covering letter should highlight:

- The skills and attributes you would bring to Sutton Valence School;
- How your experience aligns with the role;
- Specific achievements or relevant qualifications.

Submit your completed application and monitoring form, along with your covering letter, to **hradmin@svs.org.uk**.

Alternatively, post your application to:
Dr Thomas Edwards
Director of Music
Sutton Valence Senior School
North Street
Sutton Valence
Kent ME17 3HL

**Application deadline:** Friday 30th October 2026

Please note: We reserve the right to appoint before the closing date.

Not sure if you meet every requirement? Research shows that women and people of colour often hesitate to apply unless they meet every single qualification. At SVS, we are devoted to fostering a diverse and inclusive workplace. If you are excited about this role but your experience does not align perfectly with every detail, we still encourage you to apply — you might be exactly who we are looking for.

Sutton Valence School is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo appropriate child protection screening, including:

- Checks with past employers;
- Enhanced Disclosure and Barring Service (DBS) check;
- Declaration of medical fitness.

It is a criminal offence to apply for this role if you are barred from engaging in regulated activity with children.

All applicants are expected to read the School's Child Protection Policy prior to interview.

Sutton Valence School is an equal opportunities employer.

# Benefits to Working at SVS

## Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work. Classrooms are well resourced. All teaching staff have their own devices, and our ICT facilities are regularly upgraded to support the latest teaching initiatives. Excellent discipline, support and pastoral systems help ensure successful teaching and learning.

## Fee Remission

All staff with a contract for at least one full term and have children who attend either the Senior or Prep School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 50% for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis. Support Staff working less that 52 weeks are deemed part time.

## Staff Development

The School has a strong commitment to professional development with a substantial budget for whole School training and individual courses, support towards degrees, teaching qualifications and apprenticeships.

## Staff Social Events

The School holds social events such as an end of year BBQ, staff drinks and canapes with the Headmaster at the start of the year, regular staff drinks at the Prep School and the Support Staff Christmas Lunch.

## School Meals

Lunches during term time are provided at no cost by our excellent caterers. Complimentary tea, coffee and other refreshments are available throughout the day.

## Benenden Healthcare Membership

All staff are welcome to join the Benenden Healthcare Scheme. The cost of joining Benenden is currently £15.50 per month; the School pays up to 80% of contributions, based upon length of service. Further information is available from the Bursary.

## Pension

Academic staff are offered membership to the TPS or to the APTIS DC Scheme. The teacher's gross salary will be dependent on the pension scheme and contribution level chosen.

Support Staff are offered the opportunity to join a defined contribution (DC) scheme TPT, and currently offer two levels of contribution. With Option One, the employee contributes 5% of their salary, and the School contributes 3%. With Option Two, the employee contributes 7% and the School contributes 14%.

## Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air -conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports. The Prep School has both an outdoor swimming pool and play equipment available for staff to use.

## Free Parking

Both the Senior and Prep School sites have free, ample parking available for staff. The Senior site has five EV charging points, and both sites have allocated accessible bays.

## Electric Vehicle Scheme

All staff are offered the opportunity to lease an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; Octopus Electric Vehicle. Basically, this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost thanks to saving on National Insurance and Income Tax.

## Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.

## Eye Tests

If you need to use a computer for a significant amount of time a day for your job, you may be eligible for a free eye test.

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**Sutton Valence School**
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**SVS.ORG.UK**

A member of The United Westminster and Grey Coat Foundation
Registered Charity No. 1181012
Founded in 1576 by William Lambe