

Visiting Music Instructor of Singing

Department:	Music
Hours:	To be confirmed in accordance with uptake of lessons – expected to be around 0.2 FTE (approx. 7 hours per week)
Working Pattern:	Expected to be one day per week. Day(s) of the week to be mutually agreed
Salary:	£27.52 per hour Salary is calculated by the number of sessions taught each week, over a 30-week period, and is paid in 12 equal instalments across the year (August – July).
Contract Type:	One-year Fixed Term Contract
Reporting to:	Director of Music
Direct Reports:	N/A
Location:	Margaret Harris Building, Euclid Crescent

The Role

Job Purpose:

The High School of Dundee is seeking to appoint an enthusiastic Visiting Instructor of Singing to join its thriving and well-established Music Department from Tuesday 19 August 2025 or as soon as possible thereafter. The successful candidate will be expected to deliver the learning of Singing in mostly one-to-one lessons, but possibly also in groups, as well as work with the full-time Permanent Instructor of Singing to create a suitable programme of solo and choral singing in the school. Additionally, there may be the opportunity to contribute to other co-curricular activities that the Department offers.

The School

The High School of Dundee was established in 1239. Today the School is a flourishing co-educational independent school for pupils aged 3 to 18. There are currently some 900 pupils at the School.

The School is situated in the city centre of Dundee, only ten minutes' walk from the railway station. Working at The High School offers the opportunity to be part of a vibrant and welcoming community, committed to academic excellence and the highest standards of pastoral care for its pupils. The development of excellence in the education offered to the pupils is the underlying purpose of activities undertaken by all staff.

The High School of Dundee is committed to the safeguarding and welfare of children and applicants must be willing to undergo child-protection screening appropriate to this post, including checks with past employers.

Key Outputs & Responsibilities:

The Post

Singing instruction is offered from L6 to F6 and pupils are encouraged to sit Associated Board examinations in Singing or Singing for Musical Theatre. Pupils are also presented for SQA National 5, Higher and Advanced Higher examinations, both as course awards and as free-standing units. The

successful applicant should have an extensive knowledge of vocal repertoire, in both classical and music theatre styles. They will be able to produce suitable varied programmes for ABRSM and SQA examinations and will also be required to teach theory of music and aural, as well as the other aspects of musicianship required for examination purposes during instrumental lessons.

Among the many co-curricular musical activities there are five choirs in the school. In addition, there is a musical each year, alternating between the Junior and Senior Years. Candidates will be expected to support the roles of other staff in the department by helping to prepare pupils for these choirs and performances. In addition, there are many other opportunities for pupils to sing as soloists and in choirs or groups, and the Visiting Instructor of Singing is expected to prepare their pupils appropriately for such events.

Good piano accompaniment skills are highly advantageous for this position. Ideally the successful applicant will be able to accompany pupils for examination and competition purposes at least to Grade 5 level. The ability to work as part of a large and enthusiastic team is essential, especially in working with the members of the Department who direct choirs, and with the Permanent Music Instructor of Singing.

The Role

To provide pupils with a rounded musical education through singing and the range of vocal repertoire.

Main Responsibilities

- To instruct 30-, 45- or 60-minute music lessons to pupils as requested by the Director of Music.
- To set an example of high standards to pupils by demonstrating singing in lessons as appropriate.
- To provide a considered programme of study tailored to each individual pupil that allows for continuity from lesson to lesson.
- To provide music lessons with a regularity that can be considered reasonable by the Director of Music; at least 30 regularly-spaced lessons should be instructed to each pupil each session, but 34-35 lessons is normal.
- To ensure that each pupil is aware of their practice requirements for the next lesson and is following those requirements.
- To prepare pupils to perform in co-curricular groups, concerts and in other public events.
- To prepare pupils for ABRSM, SQA and/or other public exams as appropriate.
- To write reports to parents or guardians at least once a year on each pupil's progress.
- To speak with the parents or guardians of all pupils at the annual Music Parents' Evenings.

Person Specification

Qualifications and Professional Bodies	Must possess a qualification in singing to at least degree level or hold a BA or equivalent in academic music.
Skills and Experience	<ul style="list-style-type: none"> • Experience in instructing individual lessons, general musicianship and musical games. • The ability and desire to emphasise the encouragement of basic musical skills, physical ease with singing and the enjoyment of performing, through individual or group tuition and choral singing. • The ability to instruct initial musical development, working imaginatively with pulse, rhythm and pitch to lay the musical foundations for tuition in music and singing in subsequent years.

	<ul style="list-style-type: none"> • The ability to instruct advanced musical development, encouraging concert-going and careful listening to expand and enhance pupils' musicianship. • The ability to explore all elements of music, including note-reading and theory, in an active and stimulating fashion. • An understanding of the place of music in a school such as the High School of Dundee and the ability to support it in their instruction.
Personal Attributes	<ul style="list-style-type: none"> • Setting the highest professional standards of dress, punctuality and politeness and being prepared to demand the same of their pupils. • Must have an ability to relate well to both pupils and other teaching, instructing and administrative members of the Music Department and the School and communicate effectively, both in speech and writing, with parents as necessary. • Have an exemplary attendance record in their present and previous employment. • Have the ability to keep matters relating to the school and its pupils confidential. • The possession of a valid driving licence is not a requirement of being a Visiting Music Instructor.

About the Music Department

Staffing

From August 2025, Music Department will be composed of a Director of Music, one full-time academic teacher, seven full-time and two part-time instrumental instructors, eight visiting music instructors, and a Music Department Administrator. The academic teaching covers all school years from Ante Pre-school to F6, with Music an obligatory subject up to F2, taught by specialist music teachers throughout. The department offers instruction in all orchestral and band instruments, recorder, piano, guitars, organ, and voice, starting from L3 (although some instruments start later).

Accommodation and Resources

The department is currently housed in the Margaret Harris Building and has: four academic classrooms (including an IT suite) which double as rehearsal spaces; an extensive library of scores, parts, CDs, and DVDs; thirteen rooms for individual music instruction; and one large rehearsal hall with a Yamaha C5 piano. In addition, the school has a performance hall with Yamaha C6 piano, and performs two major concerts per session in the Caird Hall, Dundee's civic auditorium and a premier recording venue for orchestral repertoire. Two or three concerts each year take place at St Paul's Episcopal Cathedral, including the annual Carol Service.

Attainment

The department enters approximately 140 pupils for ABRSM practical exams each session. Typical pass rates since 2012 are 99%, with over 60% of candidates achieving Merit or Distinction. In SQA Music Exams at National 5, Higher and Advanced Higher, the department achieved a 100% rate of A grades (60% at Band 1) in the 2017 and 2020 exam diets with 37 candidates. Since 2014, over 92% of pupils taking SQA Music exams have achieved an A grade.

Activities and Concerts

Approximately half of the pupils at the High School receive individual instructions on one or more instruments and voice. The following groups rehearse weekly: Symphony Orchestra, Sinfonia, Chamber Orchestra, Scottish Baroque, Little Heifetz and Tutti Strings; Symphonic Band, Concert Band and Discovery Jazz Band; Novice A Pipe Band, Novice B Pipe Band, Development Pipe Band, Junior Years Pipe Band; several Woodwind, Brass, Guitar and Percussion Ensembles; Cantabile, L6-7 Choir, L4-5

Choir, Girls' Choir and Boys' Choir. Chamber music includes a variety of string, woodwind, and brass groups. Jazz and Rock are encouraged.

Among the wide range of performances, the larger ensembles of pupils perform at two major concerts each year in the Caird Hall. In 2024-25, the pupils performed (among many other pieces): concertos by Vivaldi and Corelli, Haydn's Symphony No.104, Beethoven's Coriolan and Prometheus Overtures, Purcell's "Dido and Aeneas". music from the films "Titanic", "The Lion King" and "Frozen", from the musicals "Wicked" and "Cabaret", The Proclaimers' "500 Miles (I'm Gonna Be)", and Queen's "Bohemian Rhapsody". There is a regular programme of evening concerts and weekly performance platforms. There is an annual three-day Piano Festival incorporating workshops and evening recitals, one for the Senior Years, and one for the Junior Years. Concerts are given from time to time outside school, including an annual Festival of Nine Lessons and Carols at St Paul's Cathedral, Dundee and several events at local community venues such as Glamis Castle. There are annual house music and solo performance competitions. The Junior and Senior Years put on a musical alternately each year, with "Whistle down the Wind" by the Senior Years in 2024, and the Junior Years preparing for "The Wizard of Oz" in 2025. In 2022, our Competition Pipe Band won the British, European and World Championships in the Novice B grade, with the Drum corps separately winning the European Championships and the Champion of Champions prize for the season. In 2024 the Band were Champion of Champions. In 2025, one of our pupils won the Rotary Young Musician Vocal Competition for the whole of the United Kingdom, as well as participating as Marius in the "Les Misérables: Let the People Sing" performances at the King's Theatre, Glasgow as part of Cameron Mackintosh and Music Theatre International's 40th anniversary UK tour.

Several of the school's pupils at any one time are members of the National Youth Orchestras of Scotland and the National Youth Choirs of Scotland. Former pupils include Ricky Ross of the band Deacon Blue, singer KT Tunstall, and classical pianist Christina Lawrie.

The School requires all newly appointed staff to undertake a check with the Scottish Criminal Records Office in line with the Protection of Vulnerable Groups ('PVG') Scheme. Offers of employment are conditional upon satisfactory registration with the PVG Scheme.

Please note we are unable to provide sponsorship for a work visa so candidates should ensure they already have or are able to obtain the right to work in the UK before applying.

The job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the role.

How your information will be used

To progress your application, for administrative purposes, High school of Dundee will record, keep and hold the personal data which you have provided in this application stored in our HR files. Your data will not be transferred to any third parties outside of High School of Dundee. If you are successful High School of Dundee will retain this data as part of your employee record which will be stored based on our [Staff Privacy Notice](#). In the event your applications is unsuccessful, we will hold the application and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it.

If you have any questions about High School of Dundee's use of data please contact us.