



St
St Andrews, Fife

Visiting Music Tutor – Voice

INFORMATION PACK

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DISCOVER ST LEONARDS

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward-thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged five to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with 600 pupils from Year 1 to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 34 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is Ad Vitam ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year' by the Sunday Times for 2019, in recognition of its complete commitment to offering a first-class education.

Since then, St Leonards has been named winner of the BSA Boarding Research (Boarding & Wellbeing) Award 2022, and most recently was named Independent School of the Year 2022 for International Student Experience.

The average IB Diploma points score in 2022 was 36, with over 80% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector-leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one-hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK for a second year running, is yet another opportunity. It truly is a special place to live and to work, offering an outstanding quality of life in the most scenic of surroundings.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB Learner Profile attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life,
Ad Vitam.



JOB DESCRIPTION

Visiting Music Tutor – Voice

Responsible to:	Fiona Love Director of Music
Responsible for:	Voice Instruction
Salary:	£27.91 per hour
Hours of work:	5 hours per week (may vary), Monday – Friday, Term-Time Only

Job Overview & Description

The post-holder is expected to uphold and actively promote the ethos of St Leonards School. The role of Visiting Music Tutor - Voice is to provide high quality tuition to ensure that the School meets its objectives and to work closely with other members of staff.

The Visiting Music Tutor – Voice is responsible to the Director of Music for the conduct of his/her duties. In short, these duties comprise tasks required to ensure the efficient and effective operation of the St Leonards School Music Department through the provision of instrumental tuition and general support to the musical activities of the school. In carrying out their duties, the Visiting Music Teacher is expected to:

- Promote and safeguard the welfare of children with whom they come into contact.
- Promote and support a positive and inclusive musical education.
- Prepare pupils for ABRSM examinations, when appropriate.
- Order sheet music and accessories for pupils via the music ordering system in place within the department.
- Complete a register to record pupil attendance.
- Complete and monitor pupils' practice notes, as well as attending online PT Meetings at the end of the Autumn Terms and writing pupil reports at the end of the summer terms
- Play a full part in the musical life of the department
- Partake in the Music Department concerts, preparing pupils for the appropriate concerts and preparing ensembles for the large concerts and occasions.
- Keep up to date with the new examination syllabuses and resources as well as professional developments
- Liaise with the Music School Secretary and the Director of Music on timetable matters alerting them to issues, making reasonable efforts to collect pupils if they are present in school but fail to appear for a timetabled lesson.
- Liaise with the Director of Music, other music teaching staff and the teaching staff, supporting and implementing departmental policies.

APPLICATION PROCESS

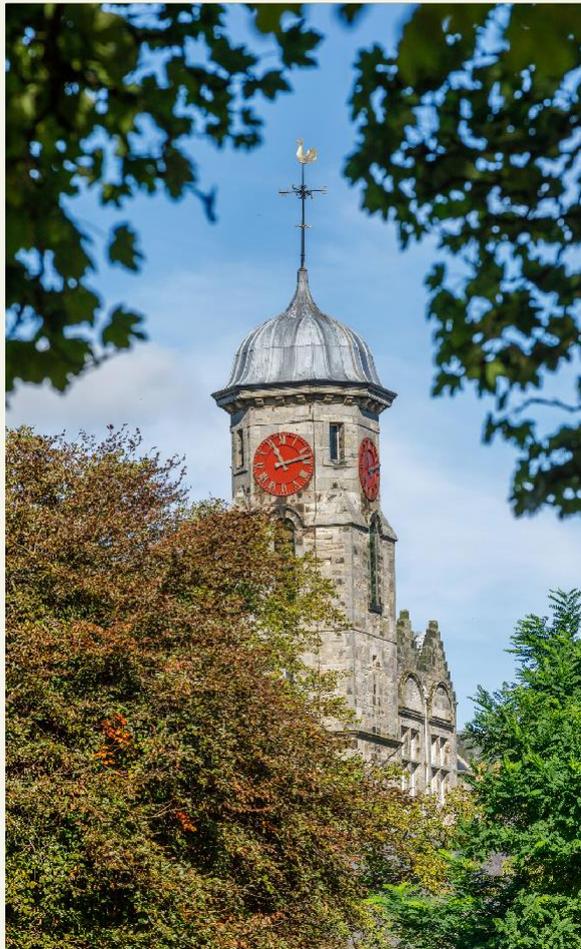
St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

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. The post is subject to a Criminal Record Check, PVG (Disclosure Scotland) membership and two satisfactory references, one of which must be the current employer.

Applications should be made via email to recruitment@stleonards-fife.org and should include the completed Application Form, which can be downloaded from the school website.

Closing time and date for applications is 12 noon and 23rd March 2026

Any questions may be directed to Fiona Love, Director of Music at f.love@stleonards-fife.org in the first instance. Interviews will be held shortly after the closing date.





St Leonards

St Andrews, Fife

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