



WYCOMBE  
ABBEY

Music Graduate  
(Resident)

August 2025 - June 2026

Information for Applicants



# Consider Wycombe Abbey

Wycombe Abbey is an exceptional place; we operate as a modern full boarding school for around 650 girls, and we are committed to the development of each one. We have over 125 years of experience in educating young women and our vision remains to provide our pupils with a world class education. We are excited about encouraging curiosity, bold ideas, innovation, leadership and delight in learning - inside and outside the classroom.

We are a welcoming and vibrant community for all staff. Our school is set in 170 acres of parkland within a five-minute walk of the town of High Wycombe. We offer superb modern facilities, including a sports centre, a performing arts centre, a wide range of teaching facilities and 11 boarding houses. We are constantly improving our site and, through our new visionary masterplan, we will see the creation of a truly world-class campus over the next decade.

Wycombe Abbey's outstanding reputation for excellence is built on the dedication and skills of the people that work at the School. Every member of staff at Wycombe Abbey contributes towards the School's thriving community and works to continually strengthen our ambition for excellence. We seek to recruit well-qualified and enthusiastic staff who demonstrate knowledge of, and passion for, their area of expertise and contribute to the wider life of the School. In return, the School provides staff with a wide variety of opportunities to develop professionally within a supportive team and wonderful working environment. Please do watch the video to hear more from the staff themselves about working at the School.

Superb academic outcomes are the hallmark of a Wycombe Abbey education and girls regularly secure places at the most prestigious universities globally. However, we understand the importance of looking beyond the narrow confines of excellent examination results to define success. Our rich co-curricular programme includes an array of activities and opportunities, ensuring that every girl develops her passions and explores new possibilities. These experiences, in turn, help to build the skills, discipline and character that will support her future life.

Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The core values of trust, encouragement and mutual respect underpin everything we do; in this happy and close-knit community everyone is known as an individual, friendships flourish and girls enjoy each other's company.

Thank you for your interest in joining Wycombe Abbey. We hope that you will find the information in this pack useful, and we look forward to hearing from you if you feel that this post may suit your skills and experience.

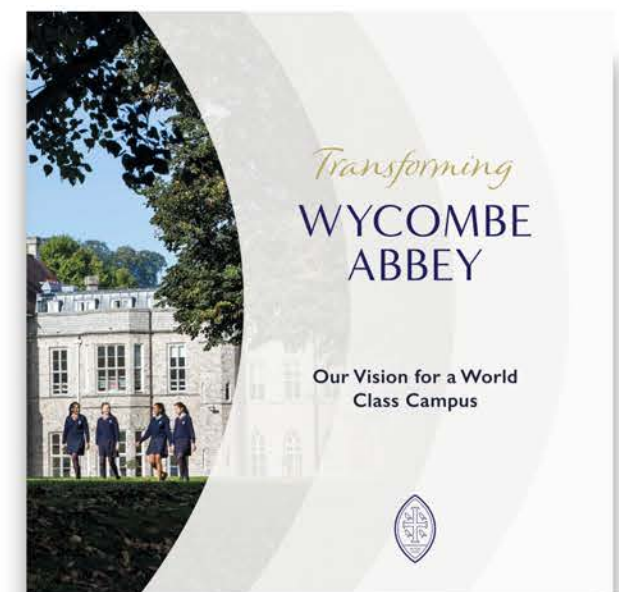
Mrs Jo Duncan  
Headmistress



[Watch our film to hear why you should consider working at Wycombe Abbey.](#)



[Read our Strategic Direction](#)



[Read about our Masterplan](#)



# Our Values

Our values are the principles that guide the way we interact with other individuals and groups and are especially important in a boarding community like ours. These are the values that shape our school.

Trust – we foster strong relationships built on trust through good communication, willingness to listen and honesty.

Encouragement – we promote a positive atmosphere where all members of the community are supported to develop and fulfil their potential.

Mutual Respect – we seek to understand and embrace differences in people, ideas and experiences with tolerance and understanding.

Dynamism – we are a forward-thinking school that nurtures the leaders of tomorrow for a global workplace.

Excellence – we believe in the importance of striving to be exceptional in whatever we do through the setting of ambitious goals and taking ownership of our decisions and actions.

Balance – we understand the importance of supporting staff and pupils to thrive by maintaining a healthy mind and body.

Innovation – we are excited about creating the future through being open-minded, curious and embracing change.

Service – we recognise the great rewards that individuals reap in helping, supporting and giving to others both within the School community and beyond it.



# Working at Wycombe Abbey

Wycombe Abbey is an exceptional place to work. Set in 170 acres of beautiful Buckinghamshire parkland, the School aims to encourage all staff to develop their talents within an inspiring, fulfilling and caring community.

In total, approximately 420 teaching and support staff are employed at the School on either a full or part-time basis. Each year a number of newly qualified, and in some cases unqualified, recent graduates join the staff body. There is proactive support for all new members of staff, who are guided through their first year at School by a variety of colleagues, with the line manager and an individually-appointed mentor taking the lead.

Staff wellbeing is a key focus for the School with the Headmistress taking a lead role in this area. Our core values of trust, encouragement and mutual respect shape our interactions with each other and those outside the School.

Professional development is highly valued at Wycombe Abbey and all staff are encouraged to participate in a vibrant and robust professional development programme offering a range of opportunities including inspirational speakers, workshops, accredited courses, conferences, coaching and mentoring.

All staff at Wycombe Abbey are encouraged to embrace and be part of boarding school life and are linked to a boarding house when they join. Staff are welcome to participate in House activities, such as trips and events and all are invited to school events throughout the year.

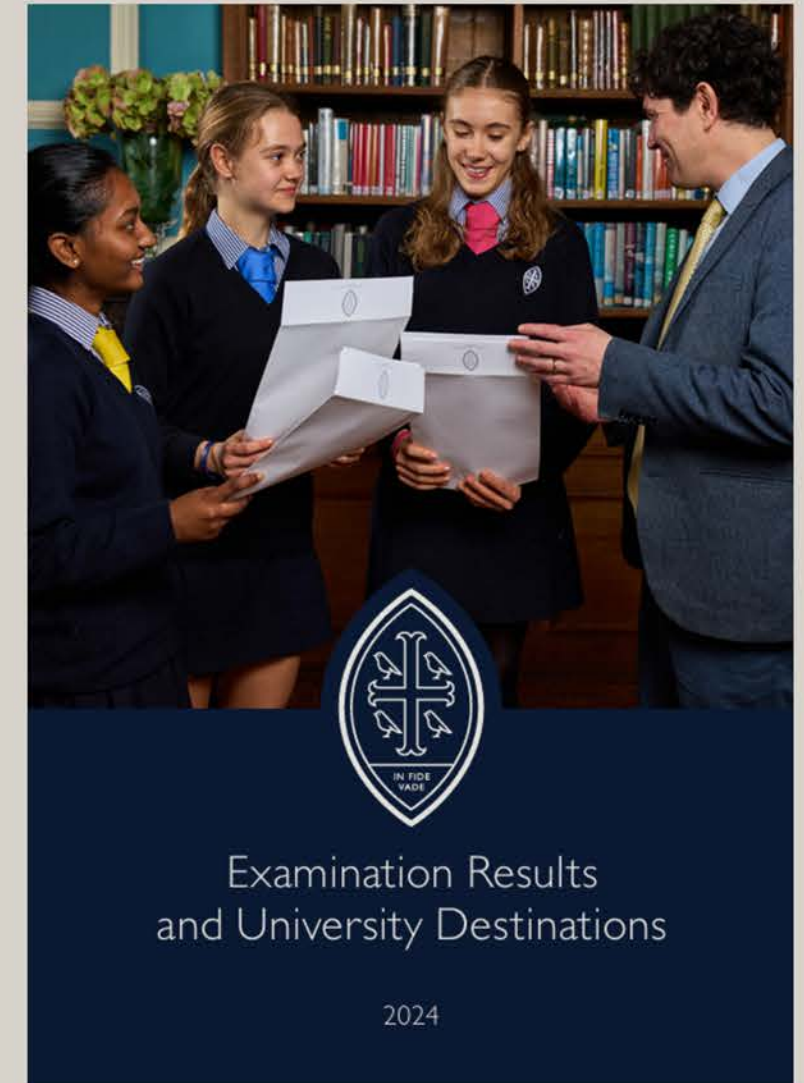
We provide a variety of employee benefits which we are continually adding to, some of which are listed below.

## Benefits of Working at Wycombe Abbey

- A focus on staff wellbeing with a dedicated Wellbeing Committee chaired by the Headmistress. Events and activities include regular get togethers, a walking club and book-swap.
- Free parking provided on-site.
- Free use of the Sports Centre including swimming pool, gym and courts/pitches.
- All eligible staff enrolled automatically to the School's Defined Contribution pension scheme.
- Invitations to school productions and concerts throughout the year.
- Salary sacrifice on electric vehicles.
- Free eye tests.
- Easy access to London (24 minutes to Marylebone), the Chiltern Hills and attractive towns such as Marlow, Henley-on-Thames and Beaconsfield. Heathrow is also just 20 miles away plus good transport links to other London airports.
- Provision of meals and refreshments all year.
- Generous training and development scheme with regular whole staff in-house and external training.
- Opportunities to visit Wycombe Abbey sister schools in Asia.
- Free will writing.
- Use of the School Library to borrow books.
- Access to the Employee Assistance Programme.
- Cycle to work scheme.

# University Destinations and Results

Wycombe Abbey has a long tradition of academic success. The learning environment is supportive, yet challenging, and our teaching specialists communicate a genuine love of their subject, encouraging all our pupils to pursue an intellectual curiosity beyond the curriculum.



[Click to see results and destinations](#)



# Music at Wycombe Abbey

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The Music Department is a busy, lively department with a friendly and supportive atmosphere, in which pupils can be found working with energy, focus, curiosity and passion, embracing the opportunities to be creatively expressive, develop independence and revel in collaboration.

Nearly 600 individual music lessons take place each week and many pupils study two or even three instruments/voice. The calibre of both pupils and staff is incredibly high. Music scholarships and exhibitions are awarded to external applicants at 11+, and both external and internal applicants at 13+ and 16+, and the School currently has over 30 Music Scholars/Exhibitioners across all years, including several exceptionally talented individuals.

Music facilities and resources are modern and spacious, with the Department having undergone significant refurbishment in the last year. The Department is housed in a beautiful building, which includes the Archer Recital Hall (200 seats), well-equipped teaching rooms, a dedicated music technology room with 16 networked computers running Sibelius and Musition software, a recording studio, numerous practice rooms, offices for staff and a staff room.

Academic Music is a curriculum subject in Years 7 to 9, with a strong emphasis on singing in Year 7 and a varied programme, including the development of listening skills as well as the study of important movements/periods in music history, theory (including use of Musition software), individual and group practical work, and composing (using Sibelius software).

Music is offered as an option at GCSE (Edexcel) and A level (Edexcel).

Results are consistently excellent and a number of pupils have gone on to read Music at top universities, including Oxbridge, or to study at conservatoires in the UK and further afield.

A growing number of girls apply for and receive university choral awards and scholarships each year.

Co-curricular Music is very strong and there are opportunities for girls to be involved at every stage of their education, whatever their level and area of interest. These include taking part in orchestras, choirs and chamber groups, rock bands, learning recording skills and developing popular song-writing skills. There is an annual House Music Competition, major concerts in all three terms, rock concerts, informal lunchtime concerts, Music Scholar and Exhibitioner concerts, as well as engagements in local venues.

Large numbers of entries for ABRSM practical examinations take place at School in all three terms.

A number of girls play with the National Youth and Children's Orchestras and sing in the National Youth and Children's Choirs and Rudolfus Choir.

[Click here for more about the Music Department](#)



# The Role: Music Graduate (Resident)

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**Reports to:**

Director of Music.

**Contract:**

Fixed-term contract from 20 August 2025 until 26 June 2026.

**Salary:**

£1,873.42 per month (£22,481 per annum pro-rata), plus free accommodation and meals.

**Hours of work:**

Term-time only, which includes all published teaching days, plus INSET and some days at the beginning and end of each School holiday. The School's routine may vary from term to term and the post holders will be required to be flexible and to work such additional hours as may be necessary for the satisfactory fulfilment of duties. The post holders will receive the equivalent of one-and-a-half days off per week.

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## Key Responsibilities

**House Duties:**

- Support the practice of Junior House pupils by offering supervision for out-of-hours practice sessions and escorting pupils to and from House.
- Offer higher grade aural tuition to small groups of pupils.
- Provide support for pupils in their private practice where needed.

**Extra-curricular/Trips (School-wide):**

- Support the work of the wider Graduate Resident Tutor Team.
- Accompany School trips and occasionally to help organise trips.
- Help with co-curricular activities with a specific focus on music and/or according to personal interests. This may be part of a timetabled lesson, or in the evenings.
- Initiate activities according to interests and qualifications.
- Staff social events on Saturday evenings on occasion.
- Accompany girls to the airport and to London at end of leaves on a rota basis.



# The Role: Music Graduate (Resident)

## Key Responsibilities Continued

### Duties and Supervision

- Support the Deputy Head (Strategy and Operations) with supervision and duties in the Abbey and Performing Arts Centre as required, which may include duties and/or supervision during mid-week evenings and weekends.
- Any other appropriate duties to assist in the smooth running of the School.

### Supporting Academic/Operational Staff (Departmental):

- Support the co-curricular programme through:
  - Assisting staff setting up rehearsals.
  - Helping with the organisation of ensemble music.
  - Taking sectionals and rehearsals appropriate to the post-holder's experience and expertise.
  - Assisting at departmental events and concerts.
- Assist the department in the delivery of external examinations each term including:
  - Stewarding Associated Board Practical Examinations.
  - Invigilating Associated Board Theory Examinations.
  - Assisting with the management of Associated Board Recorded Assessments.
- Assist the department in academic lessons where required.
- Supervise pupils in the Performing Arts Centre at designated times, including evenings and weekends and to assist pupils where necessary.
- If the post holder is a pianist or organist, accompany pupils for concerts and examinations.
- Prepare rooms for lectures, meetings, conferences, and concerts including setting up audio-visual equipment and assisting with the smooth running of such events as required, both for the School community and for lettings.
- Assist with Health and Safety monitoring in the Performing Arts Centre.
- Source and order new/replacement equipment for the Music Department.



# The Role: Music Graduate (Resident)

## Person Specification

### Specialist Knowledge and Experience

- Positive interaction with and an understanding of the needs of young people.
- Working knowledge of Sibelius and Musition and Cubase software.
- An experienced performer.
- Advanced keyboard skills and a good sight-reading ability would be an advantage.
- Knowledge of Microsoft 360, Excel, Outlook and confidence in acquiring database skills.
- Experience of events management or volunteering is an advantage.

### Using Initiative

- Ability to use initiative and be committed to the effective functioning of the School.
- Ability to work unsupervised and to take responsibility for own actions.
- Ability to be proactive, to be a 'starter/finisher', in seeking solutions to enable conclusion of tasks.
- Ability to work alone or as a team member.
- Ability to maintain confidentiality.

### Communication

- Ability to communicate effectively, both verbally and in writing, adapting style to suit the audience.

### Fact Finding

- Ability to retrieve and absorb information quickly.

### Team Working

- Ability to develop effective and supportive relationships with colleagues and to demonstrate a willingness to assist/cover for any other Resident Tutor in their duties as required.

### Planning and Organising

- Ability to organise time effectively and prioritise workload.
- Ability to participate in support of and organise events, lead trips and activities.

### Resilience

- Ability to remain calm and motivated when faced with challenging behaviours or situations.

### Flexibility

- Successfully adapt to changing demands and conditions, and able to re-order priorities at short notice.

### Influencing

- Ability to motivate others in a way that results in acceptance and behaviour change.

## Safeguarding

Wycombe Abbey is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced Disclosure and Barring check.





# Terms of Appointment

A formal contract of employment will be drawn up on appointment.

- Contract
  - Fixed-term contract from 20 August 2025 until 26 June 2026.
- Appointment Date
  - 20 August 2025 (Moving in on 19 August 2025).
- Salary
  - £1,873.42 per month for the duration of the contract (£22,481 per annum pro-rata).
- Accommodation is provided for the duration of the contract.
- Provision of Meals
  - Meals and refreshments are provided free of charge during term time.
- Equal Opportunities
  - It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.
- Safeguarding
  - All staff share responsibility for promoting and safeguarding the welfare of pupils and must adhere to, and comply with, the School's Safeguarding and Child Protection Policy at all times.
- Pre-Employment Checks
  - The appointment is subject to an Enhanced Disclosure and Barring check.



# Wycombe Abbey Community

Wycombe Abbey is a welcoming and vibrant community of 420 teaching and support staff.

Our School is set in 170 acres of parkland within a five-minute walk of the town of High Wycombe. There is easy access to London, the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby.

There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding primary, prep, and secondary (including grammar) schools in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford and Bicester Village are within 30 miles, with a direct train link. Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to other London airports..

There is a range of committees that staff can join including Staff Wellbeing, Equality, Diversity and Inclusion, CPD and others. The Staff Wellbeing Committee organises staff wellbeing and social events on a regular basis, which are well attended.



Follow us on social media:  
@WycombeAbbey



Closing date: 26 January 2025  
Interviews: Week commencing 3 February 2025  
To apply, please fill in an online application  
by clicking Apply Now.

We are an equal opportunities employer.  
Registered Charity No. 310638



If you have any questions, please do not hesitate to contact  
the HR Team on 01494 895575  
or [hr@wycombeabbey.com](mailto:hr@wycombeabbey.com).