



**APPOINTMENT OF
HEAD OF STRINGS
GUILDHALL SCHOOL OF MUSIC AND DRAMA**

Contents



Recruitment and Selection Process

Job Description

Person Specification

Summary of Terms and Conditions of Employment

Departmental Information

Information on the City of London Corporation

Equal Opportunities Policy

The information in this pack can be made available in large print, Braille or on audio tape if required. Please contact 020 7332 3978 for more information.

Recruitment and Selection Process



Completed application forms should be submitted to the Corporate Recruitment Unit by **12noon** on the closing date of **Monday 22nd March 2010**.

You should note that for efficiency reasons, we are unable to acknowledge individual applications. If you do not hear from me within four weeks of the closing date, I regret that on this occasion your application has not been successful.

Contact details are

Corporate Recruitment Unit, Corporate HR Unit, Town Clerk's Department, City of London Corporation, PO Box 270 Guildhall, London EC2P 2EJ

T 020 7332 3978

E cru@cityoflondon.gov.uk

Candidates should note that any offer of employment made by the City of London will be subject to providing the documentation below and satisfying the following checks as outlined in the City Corporation's Pre-Employment Screening policy:

- Proof of identification
- Proof of right to work in the UK
- Proof of address (utility bill or confirmation from electoral register)
- Five year's employment history
- Two satisfactory references
- Medical assessment, which may include a medical examination by a Doctor nominated by the City of London satisfactory written references and medical assessment

You are always advised not to resign from your present employment until any offer of employment has been confirmed.

Job Description



Job Title	Head of Strings
Department	Music
Grade	G
Location	Guildhall School of Music & Drama
Responsible to	Director of Music
Responsible for	

Purpose of Post

To assume overall responsibility for the organisation, direction, development of the department in order to educate and inspire students to reach their full potential. To teach according to own specialism and interest.

Main Duties & Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list exhaustive, but rather an indication of the type and level of duties expected of the post.

1. To work closely with the Guildhall School's management to ensure the smooth running of the Strings programmes and of the performance and workshop opportunities that grow from them.
2. To provide artistic direction for the department and the students.
3. To oversee the assessment/standards
4. To oversee auditions/student offers
5. In consultation with the Director of Music to be responsible for the allocation and management of the String scholarship budget
6. To active role in the appointment of staff in consultation with Director of Music overview of syllabus overview of masterclasses/competitions/external concerts
7. To be actively involved in Heads of Department meetings and to be responsible for chairing String departmental meetings

8. To have responsibility for the Strings departmental budget
9. To promote the Guildhall School both nationally and internationally as a centre for innovation and excellence
10. To undertake staff appraisals and manage staff development
11. To work closely with the Director to ensure that the Guildhall School has a clear awareness of national and international trends.
12. To undertake a small amount of individual teaching so far as this is compatible with the impartial leadership of the department.
13. To maintain high-level relationships with contacts and peers within the sector.
14. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
15. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
16. To undertake any other duties that may reasonably be requested appropriate to the grade

Person Specification



Job Title	Head of Strings
Department	Music Office
Grade	G
Trent Position Number	19B0056/001

Please find below the key skills and core behaviours required to undertake this post.

Technical Skills / Professional Qualifications / Relevant Education & Training

- An accomplished musician with significant standing in the performance profession
- International reputation as strings teacher
- Significant teaching qualification at appropriate level
- Ability to inspire, encourage and motivate students and staff both individually and within a team context.
- Ability and drive to lead, guide & support the composition department
- Ability to balance and reconcile the needs of performing arts and higher education
- Able to develop and sustain relationships with Guildhall School colleagues, students and the wider music profession
- Able to communicate effectively both orally and in writing.
- Self motivated and a self starter
- Able to use own initiative and make decisions
- Ability to remain calm under pressure
- Ability to lead, develop and inspire a team

Experience Required

- Significant experience of working in a Higher Education environment
- Experience of working in conservatoire and or an HE environment.
- Experience of conducting auditions and exams
- Experience in curriculum development
- An awareness of and the capacity for responding to current quality assurance systems within Higher Education
- Experience of working with IT systems
- Experience of financial management
- Experience of implementing & improving systems

Other Relevant Information eg. working hours (if applicable)

--

Core Behaviours

Building Relationships

Communication and Influence... Presenting information and arguments verbally or in writing to improve understanding, influence outcomes and foster engagement and support.

- Negotiates favourable positions and/or influences strategies for the mutual benefit of the School and CoL
- Understands the (often unexpressed) motivations, concerns and values of others, tailoring communicative approach accordingly
- Takes action to ensure that key goals, strategies and change are understood by the wider team
- Ensures reports produced by the team are clear, concise and accurate

Achieving

Customer Focus... Understanding and responding to customer needs (either internal or external customers), demonstrating a passion for high quality customer service and placing the customer at the very heart of what we do at CoL.

- Recognises the ambassadorial role all CoL staff play, instilling a clear and determined customer focus across the team
- Takes accountability for dealing swiftly with criticism, complaints and feedback directed at self or team from customers
- In the face of competing customer interests - strives to achieve the best possible outcomes in all situations
- Proactively consults and captures the needs of all stakeholders/customers before embarking on new projects and initiatives

Drive and Perseverance... Maintaining a high degree of motivation and commitment to producing work of the highest possible standard at COL, finishing what we start even in the face of challenging obstacles.

- Drives hard towards key objectives and outcomes, taking personal accountability for missed deadlines or mistakes
- Drives those around him/her to lift their own standards, role modelling expected behaviour including a sense of urgency and passion for high quality
- Encourages the team to use flexible working patterns and technology to drive performance improvement
- Swiftly moves the team forward after setbacks or disappointments

Self Managing

Learning Focus... Continually learning and improving own knowledge and understanding. The ability to assimilate and apply new information and the lessons of experience.

- Has a thirst for new ideas and knowledge within and beyond his/her own profession
- Pursues new projects, opportunities and roles with a view to building own knowledge, skills and expertise
- Is a role model for the team, continually drives own professional and behavioural development – never ‘seeing own development as done’
- Reviews, selects, and disseminates information regarding key technologies, best practices, and tools to others in the team

Accountability... Being responsible for one’s own actions, seeing things through, doing what we say we will.

- Assures that effective controls are developed and maintained to ensure the integrity of the service
- Establishes a culture of disciplined time-keeping, project delivery, individual and team accountability for achieving results
- Swiftly adapts service strategy in response to changing internal or external pressures/drivers
- Recognised by others across the organisation as someone who delivers what they say they will

Thinking

Planning and Organising...Managing time, competing priorities and resources

- Negotiates and agrees the scope, deliverables and timings with all parties on major initiatives
- Balances risks, contingencies and overlapping agendas when business planning
- Actively and continuously engages all key players and stakeholders in key service and organisational strategies and plans
- Establishes clear monitoring and tracking systems to review team and service performance improvement, taking action to address problem areas

Analysis and Problem Solving...

- Consults widely to obtain data and input from all affected parties
- Thinks through the impact of various options from different points of view (commercial, financial, human, organisational, process etc)
- Thinks laterally and 'outside the box' when faced with significant service or team challenges
- Willingly makes effective decisions in the absence of all available information

Leading

Leading and Empowering... Creating a compelling future for colleagues; motivating and encouraging commitment and involvement through delegation, support and coaching.

- Builds a commitment to excellence and a common purpose by promoting CoL's vision and business priorities to the team and external stakeholders
- Operates an inclusive leadership style, trusting and empowering others to deliver results
- Operates with a sense of flare, engages hearts and minds and is passionate about people
- Encourages others to share diverse and creative initiatives, perspectives and ways forward



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £48,030 -£56,430 inclusive of a special London Supplement of £4,730 p.a. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

New appointees will normally be placed on the bottom of the pay scale or at least the equivalent of their existing salary as verified in the recruitment process as long as it is within the pay scale.

Contract

The job is offered on a permanent basis

Hours of Work

Normal office hours are 35 hours per week, excluding lunch breaks, Monday to Friday inclusive but the postholder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Holidays

There is an entitlement of 28 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Benefit

The City of London Corporation has a comprehensive sickness benefit scheme, details of which can be found in the Employee Handbook which will be given to you upon commencement.

Superannuation Scheme

You will automatically be admitted to the City of London Corporation's Pension Scheme if you have a contract of employment for more than 3 months. Employees contribute between 5.5 and 7.5% of their pensionable pay to the scheme, depending on salary. If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme. Normal retirement age is 65 years.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1983, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Season Ticket Loan

There is an interest free annual season ticket loan available to staff travelling to work on British Rail, London Transport and certain recognised coach operators. The repayment period is ten months.

Policy on Smoking

The City of London Corporation operates a no-smoking policy.

Travel Expenses

Any member of staff required to use his/her car on official business will be reimbursed at the appropriate Casual Users mileage rate, subject to prior approval of the journey. However, it is normal practice to use public transport when travelling on official business.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One full term notice period in writing by either party after satisfactory completion of probationary period.

Professional Fees

The City of London Corporation will reimburse professional fees on production of a valid receipt, for all staff who are members of Professional Institutes or Institutions, where membership is directly connected to their job with the City of London Corporation and the organisation is listed in Section C5, Annex A of the Employee Handbook. This is restricted to one subscription per employee per year.

Training

The City of London Corporation's Post Entry Training Scheme provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Handbook

Conditions of Service and Standing Orders relating to the employment of staff by the City of London Corporation are contained in the Employee Handbook, which can be found on the Intranet once employment has commenced with the City of London Corporation.

Guildhall School of Music and Drama

The modern Guildhall School is distinctive in being the only major European conservatoire which is both a music school and a drama school, and one which is pre-eminent in technical theatre, professional development and music therapy. A thriving Junior Guildhall and a range of annual summer schools further complement the outstanding opportunities for all students. Long recognised as a centre of excellence, the School was recently twice-honoured by consecutive Queen's Anniversary Prizes; in 2005 for its unrivalled development and outreach programme, Guildhall Connect, and in 2007 in recognition of the achievements and work of the School's Opera Programme over the last two decades.

Since its founding in 1880, the Guildhall School has stood as a vibrant showcase of the City of London Corporation's commitment to education and the arts. Situated in the heart of the City, the School moved to its present premises in the Barbican in 1977 solidifying a unique link with both Europe's largest arts and conference centre, including the Barbican Hall and the Pit Theatre, and the world-class London Symphony Orchestra.

The reputation of the teaching and increasingly the research across all the disciplines is unrivalled. Students experience working in a professional context to professional standards with an exemplary pool of outstanding artists who work with us as directors, conductors, coaches and tutors. The School's graduates consistently succeed at the highest levels of their chosen profession.

The School currently numbers just over 800 students on its roll call, approximately 700 of whom are undergraduate and postgraduate music students. At the present time, 135 are studying on the Acting and Technical Theatre programmes. In any given year, about 40% of the students are from outside the UK typically representing over 40 nationalities.

The Guildhall continues to enhance its programmes and contribute to the cultural life of the City by forging even stronger ties with the Barbican Centre and the LSO, the BBC, the London Jazz Festival, the City of London Festival, the Royal Court, and the RSC.

The most significant investment in the Guildhall School's future was recently announced with unveiling of the plans for the £80 million redevelopment of the neighbouring Milton Court site. The new building will house three new performance spaces: a concert hall (610 seats), a theatre (225 seats) and a studio theatre (maximum 128 seats) in addition to drama teaching and administration spaces. By the anticipated opening in autumn of 2012, the Guildhall's facilities will at long last match the outstanding quality of its training and the success of its graduates.

Introduction to the City of London Corporation



About the City

The City is the world leader in international finance and business services – a global powerhouse at the heart of the UK’s financial services. The City of London Corporation provides a dedicated service to the City, from essential infrastructure maintenance to strategic economic development as well as carrying out the normal functions of a local authority. It also provides a range of services that make a wider contribution to economic, social and environmental well-being. Many of these have a direct effect on people outside of the City’s geographical boundaries and contribute to a wider regional and national prosperity.

The City Corporation pre-dates Parliament and its experience and tradition underpin its modern and efficient services. Its constitution is rooted in the ancient rights and privileges enjoyed by citizens before the Norman Conquest in 1066. It proudly maintains its heritage through a series of ceremonial functions, including the Lord Mayor’s Show, that uphold the distinctive nature of the City and the City of London Corporation.

Organisational structure

The City Corporation is run through the Court of Common Council – its main decision making body – which is presided over by the Lord Mayor.

The Court is made up of Members and Aldermen who are elected from the City’s 25 wards to represent the interest of both residents and businesses. The Court operates on a non-party political basis and meets to debate issues that have arisen from the City Corporation’s diverse committees.

These committees, with the City of London Corporation overall direction provided by the Policy and Resources Committee, discuss day to day activities and projects in collaboration with City of London Corporation officers who carry out the work and report to the Town Clerk.

Our Vision

The City of London Corporation’s vision is;

The City of London Corporation will support and promote the City of London as the world leader in international finance and business services, and will maintain high quality, accessible and responsive services benefiting its communities, neighbours, London and the nation.

Our Strategic Aims

From this overall vision we have three strategic aims:

- To support and promote ‘The City’ as the world leader in international finance and business services.
- To provide modern, efficient and high quality local services and policing within the Square Mile for workers, residents and visitors whilst delivering sustainable outcomes.
- To provide valued services to London and the nation.

Our Medium Term Policy Priorities

These aims are supported by five key medium term policy priorities:

- Improving our efficiency whilst maintaining the quality of our services
- Being a good neighbour
- Supporting people and business through the current economic downturn
- Acting as a voice for the City and all its communities
- Providing cultural opportunities for all

Our Core values

The City Corporation has three core values that inform the way we work, what we do and how we do it:

• The right services at the right price

Providing services that our varied communities need in an efficient and sustainable manner, as established through dialogue and consultation.

• The best of the old with the best of the new

Securing ambitious and innovative outcomes that make a difference to our communities whilst respecting and celebrating the City’s traditions and uniqueness, and maintaining high ethical standards.

• Opportunity and prosperity for all

Demonstrating commitment to equality and diversity of opportunity for those within and beyond our boundaries and seeking to increase social capital and economic wellbeing through investment in people, services and infrastructure and responsible management of natural resources.

Further detail is provided in the City Of London Corporation’s Corporate Plan 2009-2012, available on the City’s website: cityoflondon.gov.uk/corporateplan

Performance

In February 2009, the City of London Corporation was given the highest rating of four stars for performance (of our local authority functions) and judged to be improving strongly in the Audit Commission’s Comprehensive Performance Assessment for 2008. We retained our scores of 4 for Children and Young People and for Adults Social Care.

Full details of all our services are available on our website www.cityoflondon.gov.uk

.Partnerships

The City of London Corporation is also the lead organisation in the City's local strategic partnership: The City Together (TCT) Board. The TCT is responsible for delivering the wider priorities for the City's communities as laid out in the sustainable community strategy (SCS) entitled *The City Together; the Heart of a World Class City 2008-2014*.

Vision, Themes and Goals

The vision for The City Together is:

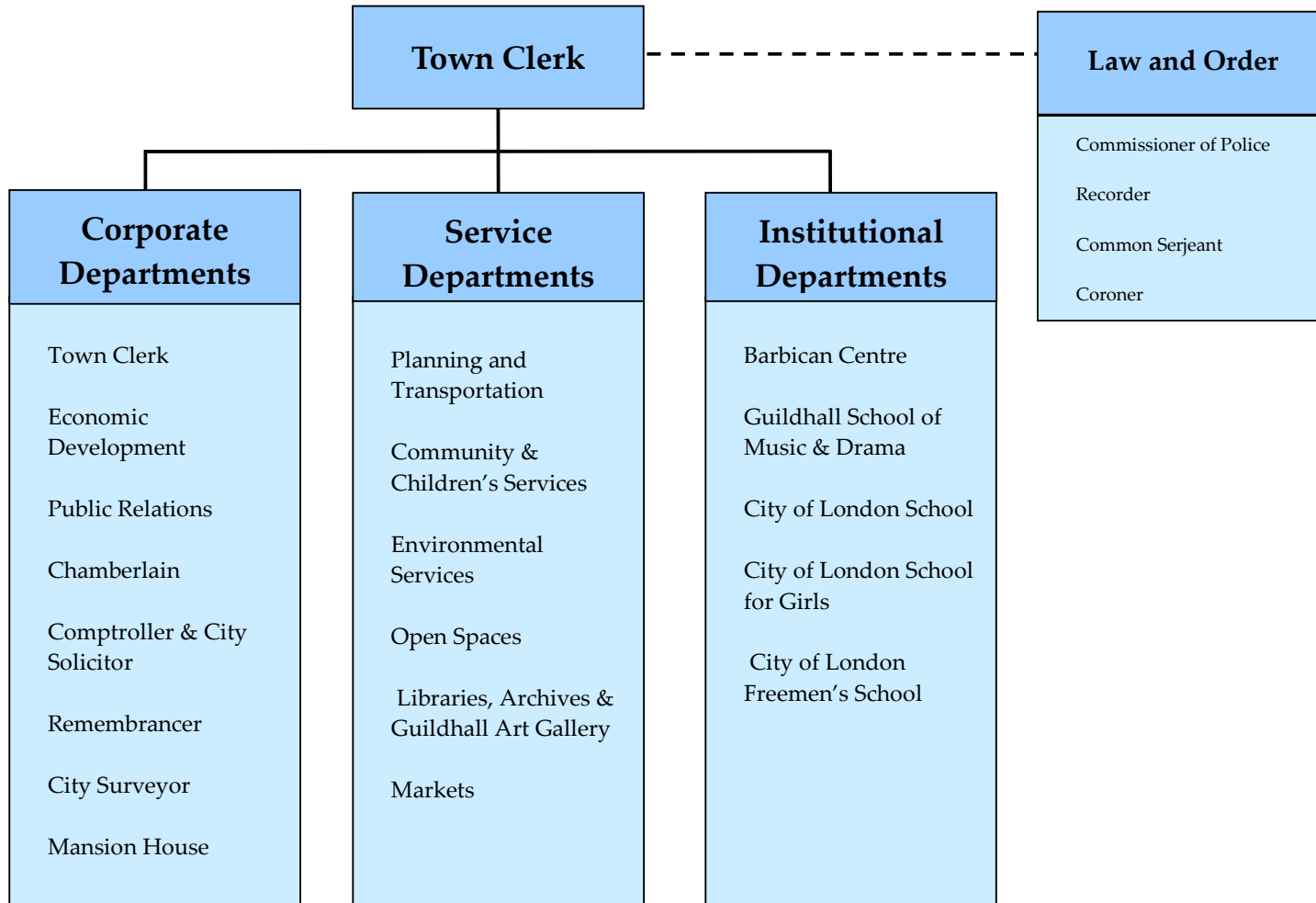
The City Together will work to support the City of London as a leading international financial and business centre in a way that meets the needs of its diverse communities and neighbours.

The five themes for The City Together Strategy are:

The City Together: The Heart of a World Class City which
....is competitive and promotes opportunity
....supports our communities
....protects, promotes and enhances our environment
....is vibrant and culturally rich
....is safer and stronger

More information can be found at cityoflondon.gov.uk/thecitytogether

Organisation Chart for the City of London Corporation



Equal Opportunities in Employment Policy



Introduction

The City of London Corporation values the rich diversity and creative potential people with different backgrounds, skills and abilities bring to the workplace.

Our equal opportunities policy aims to treat all current and prospective employees fairly and with dignity and respect.

The City of London Corporation will not tolerate unfair treatment on the grounds of: age, disability, employment status, ethnic origin, gender, marital status, nationality, religious belief or non-belief, responsibility for dependants, sexual orientation, social background, trade union or political activity or any other reasons which cannot be shown to be justified.

In applying this policy, the City of London Corporation recognises its obligations under relevant employment and equality law and Codes of Practice. However, our policy is not just about legal compliance but goes wider. We will be proactive in promoting our commitment to equality and diversity and to being a good employer.

Implementing the policy

Promoting equal opportunities is one of our Core Values and we want our policy to be implemented. We will

- communicate the policy to all employees
- provide appropriate training
- allocate clear responsibilities

Responsibility

The Town Clerk has overall responsibility for ensuring the implementation of the City of London Corporation's Equal Opportunities Policy. Each Chief Officer has responsibility for ensuring successful implementation of the policy within their own department. We all have a responsibility to contribute to its success by ensuring our behaviour supports the principles laid out in the policy.

The City of London Corporation will not tolerate acts breaching our policy. Any breaches will be fully investigated and may be subject to the City of London Corporation's disciplinary procedure.

Recruitment and Selection

Equal opportunity starts here. We will

- consider candidates solely on merit, against carefully considered, justifiable job requirements

- ensure people involved in recruitment are trained appropriately
- make advertisements welcoming to all types of applicant
- avoid stereotypes that only certain groups of people are suitable for particular jobs

Career Development and Training:

Central to our equal opportunities in employment policy is that we get the best from our employees throughout their careers. We will

- provide the support necessary to help employees realise their employment potential
- encourage employees to apply for jobs which suit their experience and skills

Terms and Conditions of Employment

Fairness in how people are rewarded is fundamental. We will

- ensure terms and conditions, including pay, are fair and equitable, taking account of responsibility, performance and contribution
- ensure that the benefits, facilities and services available to all our employees will be clearly defined so that people are aware of them

Flexible Working

Our policy recognises that patterns of work are changing as employees have to balance work and domestic commitments. We will

- consider requests for flexible working made under our policies in a way which fairly balances the needs of the individual and the City of London Corporation

Working Together

The City of London Corporation is opposed to any form of harassment or bullying on any ground. Our aim is to create an environment where all employees are treated with dignity and respect and to provide a supportive working environment. We will

- ensure that all employees have access to our comprehensive Policy and Procedure on Harassment and Bullying, our Grievance Procedure and our Code of Conduct
- monitor complaints to check that our policy and procedure is working

Monitoring and review

We will regularly check our progress by using workforce monitoring and equality performance indicators. We will

- statistically monitor our workforce composition, staff in post, applicants for jobs, training and development, grievances, disciplinary procedures, dismissals and other reasons for leaving
- use the data collected to examine the success of this policy and to plan for the future
- consult appropriately on the effectiveness of our equal opportunities in employment policy

Different Types of Discrimination

We recognise that discrimination can take different forms

Direct Discrimination

This means treating someone less favourably because of who they are. For example, not offering the best candidate a job because they are black, or married or female is direct discrimination.

Indirect Discrimination

This happens when an unnecessary requirement or condition is applied to a job that affects one group of people more than another. For example, specifying a very long period of continuous employment in a similar job as part of an advert might discriminate against younger people or those who have spent time looking after small children.