Job Description

Job Title: Professor Of Jazz Piano
Department: Jazz Studies
Grade: Hourly Paid
Location: Guildhall School of Music & Drama
Responsible to: Head of Jazz
Responsible for: N/A

Appointed Candidates Signature:
Please sign and date here upon receiving your offer of employment
I confirm I have read the Job Description below:

Full Name: …….

Signature ……..……. Date: ……

Purpose of Post

To teach one-to-one lessons and occasional group classes in jazz for both principal and supporting study students, to guide their musical and artistic development and to report on their progress as required by the Head of Department.

Main Duties & Responsibilities

1. To teach Principal Study specialism in jazz piano as appropriate to the professor's expertise and as directed by the Head of Department.
2. To coach ensemble projects for live performances and examinations as directed by Head of Department.
3. To conduct internal masterclasses as directed by Head of Department.
4. To participate in Faculty concerts as directed by Head of Department.
5. To participate in Student/Faculty concerts as directed by Head of Department
6. To represent the institution in high level external masterclasses.
7. To represent the institution externally as a specialist jazz pianist.
8. To act as an ambassador for the School as directed by the Director of Music.
9. To participate in research projects where relevant.
10. To be responsible for formal scheduled teaching, and informal assessment (in relation to assigned students). Included within the hours allocated to this work are the preparation of learning materials, personal research, and all necessary administration.
11. To monitor the progress and achievement of students throughout their period of study.
12. To manage the preparation and participation of assigned students in a range of Jazz activities including performances, outreach work, master classes and workshops, competitions and outside engagements.
13. To participate, if requested, with the Head of Department and other senior colleagues in the auditioning and admissions procedures (for an additional fee).
14. To participate, if requested, with the Head of Department and other senior colleagues as a member of a panel for cohort or departmental examinations (for an additional fee).

15. To contribute to programme and curriculum development where appropriate.
16. To raise the profile of the Department by promoting the School in outside activity and assisting in the recruitment of students.
17. To liaise with the department to assist providers of student support services within the School in providing advice to students with special learning needs.
18. To liaise as required in the administration arrangements of the Department.
19. To liaise with other School Departments on collaborative activity.
20. To carry out other departmental duties from time to time as agreed with the Module Leader and Head of Department.

- 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.

- 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.

- To undertake any other duties that may reasonably be requested appropriate to the grade

Person Specification

Job Title: Professor Of Jazz Piano
Department: Jazz Studies
Grade: Hourly Paid
Trent Position number:
DBS Criterion:
Enhanced DBS
Security Vetting Criterion:
No security vetting is required

Politically Restricted Post Criterion:
This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

Technical Skills & Knowledge

- An accomplished musician with international standing in jazz performance.
- International reputation as a jazz pedagogue.**(A)**
- A tertiary degree in jazz performance, ideally at a Masters or PhD level. **(A)**
- Ability to balance and reconcile the needs of jazz performance and higher education. **(A)**
- Knowledge of broader issues affecting making a living as a professional musician **(I)**

Business Skills

- Able to communicate well effectively both orally and in writing. **(A, I)**
- Able to develop and sustain relationships with Guildhall School colleagues, clients and students. **(A, I)**
- Area of specialist expertise as a Jazz Musician/Composer/Producer and/or Teacher. **(A, I)**
- Network of contacts in the specialism and teaching worlds. **(A, I)**
- Ability to work in a team if required. **(A, I)**

Personal Skills

- Ability to prioritise and manage own workload. **(A, I)**
- Ability to be logical and able to apply an innovative approach to problem solving. **(I)**
- Self motivated, self-starter with a calm and professional approach. **(I)**
- Efficient, organised and able to meet deadlines. **(I)**

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

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 hourly rate of pay for your working hours for teaching will be from **£57.14 per hour to £61.20** per hour (including holiday pay), depending on experience and standing. You will only be paid for the hours you actually work and for the equivalent proportion of annual leave to which each hour you work entitles you.

Contract

The position is offered on a fixed-term basis.

Hours of Work

The times/days when teaching is normally to take place shall be arranged by agreement with your Head of Department before the beginning of each term. For this purpose, terms are deemed to begin in September, January and April (actual start dates will vary each year).

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the last working day of the month.

Annual Leave

The annual leave year runs from 1st September to 31st August each year. Payment in respect of your annual entitlement, equivalent to 28 days pro rata, is included in the total hourly rate of pay for your working hours. Your total hourly rate, therefore, will contain an element equivalent to 1/11th of the hourly rate in respect of your entitlement to paid annual leave. The amounts of total pay and the paid annual leave element are shown in the accompanying letter of appointment.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% 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.

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 1999, 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.

Probationary Period

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

Notice Period

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

Learning and Employee Development

The City of London provides 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 Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part-time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.