# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Senior Tutor in Keyboard Chamber Music</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Music (Chamber Music and Keyboard)</td>
</tr>
<tr>
<td>Grade</td>
<td>E 0.5 fraction</td>
</tr>
<tr>
<td>Location</td>
<td>Guildhall School of Music and Drama</td>
</tr>
<tr>
<td>Responsible to</td>
<td>Head of Chamber Music</td>
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**Purpose of Post**

To assist the Head of Chamber Music and Head of Keyboard in the organisation, direction, development of chamber music within the department

**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 assist in the development of a world class Chamber Music Programme for the School.

2. To collaborate with Chamber Music Senior Tutors for Strings and Wind, Brass, Percussion departments, to produce an inter-departmental chamber music programme in accordance with the aims of the Head of Chamber Music.

3. Chamber music: responsibility for management of keyboard based groups and duos across the school, including coaching sessions, assessments, concerts and visiting professors.

4. In collaboration with the HoD to establish a system of coaching and performance opportunities which are tailored to the Department’s needs but which form a coherent overall strategy for the whole of the Music Department.

5. To oversee the coordination of all chamber music coaching and performance activity, and take an active role in coaching across the department.
6. Monitor the progress and achievement of students throughout their period of study.

7. To oversee and participate in (as appropriate) auditions, admissions and examinations.

8. To liaise with Music Office and HoD to ensure that chamber rehearsals, assessments and performances are scheduled systematically and take account of other activities within the School.

9. Teaching duties in chamber music as agreed with Head of Department.

10. 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.

11. 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.

12. To undertake any other duties that may reasonably be requested appropriate to the grade.
# PERSON SPECIFICATION

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## Responsible for

### Technical Skills, qualifications and experience

- An accomplished musician with significant standing in the performance profession ✓
- Ability to inspire, encourage and motivate students ✓
- Experience of working in conservatoire and or an HE environment. ✓
- Experience of conducting auditions and exams ✓
- Significant teaching qualification at appropriate level ✓
- Experience in curriculum development. ✓
- Substantial experience in a similar field ✓

### Business skills

- Administration and organisational skills ✓
- Experience of using IT and an interest in its use within learning and teaching ✓
- Ability and drive to lead, guide & support the programme ✓
- Experience of financial management ✓
- Ability to balance and reconcile the needs of performing arts and higher education ✓
### Other Skills

| Excellent time management and organisational skills. | ✓ |
| Able to develop and sustain relationships with Guildhall School colleagues and students. | ✓ |
| 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 | ✓ |
| Confident and professional networker able to develop relationships at an international level throughout the world | ✓ |

### Recruitment – Note to Applicants

These key skills and core behaviours 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). It is essential you address each of these on the application form on the section for supporting information.

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 salary range for this job is £42,050 - £47,530 per annum pro-rata including Inner London Weighting, inclusive of all allowances. 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.

Contract

The position is offered on a permanent basis.

Hours of Work

The post holder will agree to work 17.5 hours per week, 42 weeks per year only. The exact working pattern will be agreed with the line manager. The working year of 42 weeks consists of three academic terms of 12 weeks plus two additional weeks per term. The post holder may be required to alter their working pattern in accordance with the needs of the service. Due to the nature of this post, the post holder may be required to work additional hours should this be necessary to fulfil your responsibilities.

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.

Annual Leave

The annual leave year runs from 1st January to 31st December each year. Payment in respect of your annual entitlement, equivalent to 28 days, plus Bank and Public Holidays is pro rata and is included in the total salary. The working annual year is 42 weeks.

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 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

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

Learning and Employee Development

The City of London 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 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.