

Job Title	Head of Vocal Studies
Department	Music
Grade	G
Location	Guildhall School of Music & Drama
Responsible to	Vice-Principal & Director of Music
Responsible for	Deputy Head of Vocal Studies Associate Head of Vocal Studies (Movement & Performer Health) Associate Head of Vocal Studies (Drama) Artistic & Research Consultant for Opera & Voice Senior Vocal Coach Vocal Teaching Staff

Purpose of Post

The Head of Vocal Studies leads all artistic and educational aspects of Vocal Studies activity at Guildhall School. They provide management oversight of the Vocal Studies Department and develop, implement and promote a vision for Vocal Studies at the School. This vision responds to current professional trends, particularly but not exclusively in the fields of classical vocal music and opera. The vision also enables the introduction of new strands of vocal activity to the School, and the development of a curriculum and culture that are equitable and inclusive. The Head of Vocal Studies also contributes to the creative direction of the Music Division.

Main Duties and 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 oversee the smooth running of the Vocal Studies Department, its teaching, performance and workshop activity
2. To lead on the development and creative direction of Vocal Studies at Guildhall, in consultation with the Vice-Principal & Director of Music, aligning with the School's Diversity, Equity and Inclusion strategy
3. To lead on ensuring the curriculum is innovative and inclusive, to reflect traditions in Western classical vocal and opera performance as well as broader cultural influences, contemporary trends and a vision for the future
4. To lead on developing and managing learning opportunities that prepare students for the broad professional possibilities available, with particular focus on performer health &

wellbeing and career sustainability, in collaboration with the Head of Opera and other Music Division leaders

5. To develop and cultivate Guildhall School's relationships with local, regional, national and international partners, in collaboration with the Vice-Principal and Director of Music
6. To contribute to the artistic direction, academic oversight and overall management of the Music Division as a member of the Music Heads team and other leadership groups
7. To work closely with senior colleagues across the Music Division to ensure that Guildhall School has a clear awareness of national and international trends in Vocal Studies
8. To act as consultant to all Music departments in relation to repertoire or activity connected to Vocal Studies
9. To represent Vocal Studies on School committees as required
10. To deputise for the Principal or Vice-Principal and Director of Music in events relating to Vocal Studies, advocating for the Guildhall School locally, nationally and internationally
11. To lead Vocal student recruitment activity, from first contact through audition/interview to enrolment, including financial award allocation, and develop strategies that inspire a diverse range of outstanding students to choose Guildhall
12. To collaborate with senior colleagues in the Guildhall Young Artist (GYA) division and in Access & Participation to develop our Vocal offer for young people
13. To collaborate with colleagues in the Guildhall Innovation division to develop lifelong learning initiatives involving Voice
14. To model an inclusive style of leadership that offers opportunity and celebrates achievement across multiple styles of vocal teaching and across all areas of the Vocal Department
15. To oversee the management of Vocal Department staff, offering mentoring, coaching and relevant training opportunities, and liaising on planning, delivery and review of teaching
16. To lead the recruitment of Vocal/Opera teaching staff to ensure a broad range of teaching approaches, in line with HR policies and in consultation with the Vice-Principal and Director of Music
17. To oversee monitoring of Vocal students' progress and achievement, ensuring that appropriate teaching and guidance are in place, promoting health and wellbeing initiatives, and liaising with providers of student services across the School to support all styles of learners
18. To oversee the formal examination of Vocal Studies students, ensuring appropriate processes are in place in line with quality assurance requirements
19. To evaluate and adapt the learning experience offered in Vocal Studies, responding to feedback from students, staff and external examiners, as well as to industry and HE developments, and aligning with the School's strategy for Diversity, Equity and Inclusion
20. To liaise with Programme Leaders, the Music Office and the Marketing Department to ensure effective communication and provision of programme and marketing materials
21. To collaborate with the Heads of Opera, Collaborative Piano, Historical Performance, Composition and other departments related to Vocal Studies, to develop learning opportunities and ensure effective delivery of the curriculum and performance programme

22. To work closely with the Head and other members of the Recording and AV Department and Learning Technology to ensure specialist support for Vocal Studies activity
23. To partner with the Development Department in fundraising initiatives
24. To represent the School and monitor standards through attendance at performances or events
25. To undertake teaching, coaching and leading of projects so far as this is compatible with the impartial leadership of the department and agreed with the Vice-Principal and Director of Music
26. To comply with the City of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action
27. 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
28. 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
29. To undertake any other duties that may reasonably be requested appropriate to the grade.

PERSON SPECIFICATION	
Job Title	Head of Vocal Studies
Department	Guildhall School of Music & Drama
Grade & Level	G

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

Professional Qualifications / Knowledge/ Relevant Education & Training

- Educated to Masters degree level or equivalent (A)
- Teaching qualification and/or Fellowship of the Higher Education Academy (A)
- Extensive knowledge of the vocal arts, particularly but not exclusively in the fields of Western classical vocal music and opera, and demonstrable capacity to champion innovation and a broad range of approaches (A, I)
- Extensive knowledge and track record of teaching at conservatoire and professional levels (A, I)
- Demonstrable capacity to bring national and/or international networks to the Guildhall School (A, I)

Experience Required

- A highly accomplished vocal practitioner with extensive experience of conservatoire-level teaching and higher education leadership (A, I)
- Extensive experience of contributing to higher education course development and organisational strategy, with an emphasis on vocal/musical expertise (A, I)
- Extensive experience of management and leadership of teams and responsibility for a budget (A, I)
- Extensive networks within the field of the vocal arts and deep knowledge of current artistic and professional opportunities available to students in Western classical vocal music, opera and wider vocal performance contexts (A, I)

- Proven ability to inspire and educate while exercising patience and demonstrating a high degree of emotional intelligence (A, I)
- Demonstrable commitment to and experience of working on diversity, equity and inclusion (A, I)
- Experience in the use of technology and an interest in its use within learning, teaching and performance (A, I)
- Extensive experience of singer recruitment processes at conservatoire or equivalent level, and of staff recruitment (A, I)
- Successful track record of innovative curriculum and educational project design (A, I)
- Experience of developing curriculum in the context of regulatory requirements and quality assurance processes (A)
- Extensive experience of examining/assessing singers' progress at conservatoire/HE level (A, I)
- Experience of Health & Safety compliance (A)

Professional attributes & skills

- Proven ability to act as a visible, creative, inspiring and motivating leader, encouraging others individually and in teams (A, I)
- Proven ability to lead with transparency, empathy and emotional intelligence, and to work effectively as a member of a team (A, I)
- Proven ability to combine expertise in vocal training, leadership and administrative skill (A, I)
- Proven ability to develop and sustain effective working relationships with students, colleagues and members of the wider profession (A, I)
- Demonstrable capacity to lead, with deep and practical understanding of a broad range of approaches to vocal teaching as well as current industry trends in the vocal arts (A, I)
- Proven ability to promote, encourage and celebrate a broad range of teaching styles (A, I)
- Proven ability to relate effectively with academic and administrative colleagues, students and the wider profession (A, I)
- Innovative and forward-thinking, able to guide the department in the development of new curricula that reflect the ever-changing nature of the vocal arts (A, I)
- Demonstrable capacity to support the research culture at the Guildhall School (A, I)
- Strong verbal and written communication skills in English, for example with students, staff, at management and committee meetings, and in public presentations (A, I)
- Demonstrable capacity for detailed analysis of students' vocal and musical performance needs, and the ability to articulate these appropriately to students and to colleagues, verbally and in writing (I)
- Open, flexible and willing to grow within the role, responding to the demands of an ever-evolving department (A, I)
- Efficient, organised, with the proven ability to manage own workload and meet deadlines (A, I)
- Ability to use own initiative, prioritise and make decisions, using logic and applying innovative approaches to problem solving (A, I)
- Commitment to promoting relevant Health & Safety regulations and to supporting health and wellbeing initiatives for students and staff (A, I)
- Ability to work within regulatory requirements, guidelines and policies relating to all aspects of quality assurance (A)

Other Relevant/Desirable Information

- Extensive experience of supervising and supporting individuals (A, I)
- Experience/understanding of Equality Charters (A)
- Coaching qualification/experience is desirable (but can be offered once in post) (A)

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). It is essential you address the criteria marked as (A) on your application form in the section for supporting information.

Be as specific as possible, as 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.

Contract

The position is offered on a permanent basis.

Salary

The salary range for this job is £66,190 - £75,010 per annum 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.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

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.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder 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.

Annual Leave

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.

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

Two months by either party after satisfactory completion of 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.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

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

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