



Job Description

Job Title: JUNIOR GUILDHALL Singing Co-Ordinator

Department: JUNIOR GUILDHALL

Grade: Hourly Paid - £49.31

Location: Guildhall School of Music & Drama

Responsible to: Head of Academic Studies, Head of Junior Guildhall & Head of Junior Music Courses

Responsible for:

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 lead the artistic and educational development of Singing/Voice within the Music Course and to teach students according to own specialism, in accordance with the School and departmental requirements, and to guide their musical and artistic development.

Main Duties & Responsibilities

1. To monitor the progress and achievement of relevant students throughout their period of study and to provide advice as appropriate to them, their parents and teaching staff.
2. To advise on programme and curriculum development.
3. To coordinate workshops & relevant activities including arranging for visiting specialists.
4. To manage relevant concerts and monitor any other internal performances given by relevant students.
5. To liaise with other Heads of Departments within Junior Guildhall and the administrative support team.
6. To liaise with other providers of student support services within the School and provide advice to students with special learning needs.



7. To manage the preparation and participation of assigned students where appropriate in performing activities, internal assessments and any outside activities.
8. To be responsible for formal scheduled teaching, tutorials and assessment (in relation to assigned students). Included within the hours allocated to this work are the preparation of learning materials, research and other forms of scholarly activity including attendance at meetings and all administration.
9. To participate, if requested, with the Head of Junior Guildhall and other senior colleagues in the auditioning and admissions procedures (for an additional fee).
10. To participate, if requested, with the Head of Junior Guildhall and other senior colleagues as a member of a panel for student assessments (for an additional fee).
11. To raise the profile of Junior Guildhall by promoting the School in all outside activity and assisting in the recruitment of students of the highest quality.
12. To keep abreast of developments in music education, particularly relating to own specialism.
13. To participate as required in the administration arrangements of Junior Guildhall.
14. To liaise with other School departments on collaborative activity where appropriate.
15. To carry out other departmental duties from time to time as agreed with the Head of Junior Guildhall and Head of Junior Music Courses

Person Specification

Job Title: JUNIOR GUILDHALL SINGING CO-ORDINATOR

Department: JUNIOR GUILDHALL

Grade: £49.31 per hour (including holiday pay)

Trent Position number:

DBS Criterion: (delete as appropriate)
Enhanced DBS

Security Vetting Criterion: (delete as appropriate)

Politically Restricted Post Criterion: (delete as appropriate)

This post is politically restricted – full details of what this means can be found [here](#)

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.

| | Essential | Desirable |
|--|--------------------------|-------------------------|
| Technical skills, qualifications and experience <ul style="list-style-type: none"> • Experience of teaching specialism • Experience of teaching within a specialist musical environment • Performing career (as an orchestral percussionist) • Music degree, diploma or equivalent • A well-developed overview of music education • First Aider | ✓ ✓ ✓ | ✓ ✓ ✓ |
| Business Skills <ul style="list-style-type: none"> • Able to communicate well effectively both orally and in writing • Able to develop & sustain relationships with Guildhall School colleagues, clients & students • Able to work as part of a committed team • Able to give regular lessons on Saturdays • Able to offer career guidance in music to young people | ✓ ✓ ✓ ✓ | ✓ |
| Personal Skills <ul style="list-style-type: none"> • Ability to motivate and inspire young people | ✓ | |

| | | |
|--|---------------------------|--|
| <ul style="list-style-type: none"> • Enthusiasm and commitment to Junior Guildhall • Ability to prioritise and manage own workload • Ability to be logical and able to apply an innovative approach to problem solving • Self motivated, self-starter with a calm and professional approach • Efficient, organised & able to meet deadlines | ✓ ✓ ✓ ✓ ✓ | |
|--|---------------------------|--|

Other Relevant Information
(e.g. working hours if applicable)
Saturdays during term time

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 £49.31 per hour (including holiday pay). 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 permanent 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 month's 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.