

Job Description

Job Title: Voice tutor (Speech Systems Specialist)

Department: Drama

Grade: Professor 4

Location: Milton Court, Guildhall School

Responsible to: Annemette Verspeak

Responsible for: Delivery of bespoke Speech System training

Purpose of Post

The role holder will be responsible for delivering teaching and coaching of a range of Speech Systems, relevant to a diverse year group. Each year group of actors receive a bespoke training in Speech Systems according to their ethnicity and casting brackets. To that end, we are seeking to create a small pool of Voice tutors who can deliver part of our bespoke Speech System training. shared by staff and students.

Main Duties & Responsibilities

1. The role holder will be responsible for the innovative delivery of formal scheduled teaching and tutorials in relation to assigned students.
2. The role holder will monitor the progress and achievement of students throughout their period of study and undertake assessment and feedback in accordance with regulations for the programme of study.
3. The role holder will report any attendance and engagement issues through the prescribed procedures, raising any causes of concern to the Head of Movement for further action where appropriate.
4. The role holder will support the voice team in a wider sense in terms of academic planning and pastoral care for students.
5. The role holder will support the voice team in a wider sense in terms of covering colleagues in case of illness or other absence.
6. The role holder will embrace and support the Schools ethos and culture of learning, especially with regard to inclusivity, ensemble training and innovative practice.
7. The role holder will play an integral role in the learning experience offered to students within the department, ensuring that the teaching provides a student experience that is inclusive, representative and accessible and allows students to meet the learning aims and objectives of the relevant modules.



8. They will ensure that students receive the highest possible levels of tuition, guidance and support and that teaching is relevant and inspiring and responds to the needs of the acting profession, whilst observing the highest standards of health and safety.
9. The role holder will discuss teaching content with the voice department on an ongoing basis.
10. The role holder will 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. The role holder will 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. The role holder will undertake any other duties that may reasonably be requested appropriate to the grade

Person Specification

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.

Professional Qualifications / Relevant Education & Training

Essential

- Qualification in a relevant subject and/or equivalent professional experience (A)
- A sound knowledge and understanding of voice principles and methodologies in relation to voice and speech for actors (A,I)
- A specialist knowledge in key voice practices and methodologies for voice and current speech system training (A,I)
- Confident with IT and methods of online teaching delivery, such as MS Teams, Zoom and Moodle (A,I)
- Ability to work flexible hours, including evenings (A)
- Ability to work collaboratively as part of a team (I)
- Exceptional communication skills (A,I)
- Effective time management and organisational skills (I)
- Proven ability to motivate and inspire students to attain the highest levels of achievement (A,I)
- Self-motivated, with a calm and professional approach (A,I)
- Efficient, organised & able to meet deadlines (A,I)
- Able to develop & sustain relationships with Guildhall School colleagues, clients & students (A,I)

Desirable

- Higher degree or teaching qualification in a relevant subject
- Professional qualification in relevant subject

Experience Required:

Essential:

- Minimum 5 years of experience of teaching within Acting Training in Drama school/Conservatoire setting.



- Experience of teaching and coaching professional actors a minimum of 5 Speech Systems, one or more linked to your own identity.
- Minimum 5 credits of working as an Accent and Dialect coach on professional productions.
- Experience of creating an inclusive culture and pedagogy (I)
- A thorough understanding and appreciation of theatre and the wider acting profession (A,I)

Desirable

- Evidence of continuing professional development (A, I)
- Knowledge of a range of theorists and practitioners to enhance teaching and performance (A, 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.

Contract

The position is offered on a 1-year fixed term basis.

Salary

The hourly rate will be £49.31 per hour.

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

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). Checks on delivery of hours confirmed in the statement of hours will be undertaken to confirm the delivery before payment.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 31st of each month or the preceding working day.



Annual Leave

The annual leave year runs from 1 September to 31 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.

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

One full terms notice 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.