

GYA Norwich Singing Tutor

Job Description

Department	Guildhall Young Artists Norwich (GYA Norwich)
Location	Wymondham High Academy, Folly Rd, Wymondham NR18 0QT
Reporting to	Head of GYA Norwich
Responsible for	Teaching, learning and reporting
Salary & contract	Self-Employed. Variable hours on term-time Saturdays at hourly rate of £40.50 per hour for 2025-26.

ABOUT GYA Norwich & GUILDHALL YOUNG ARTISTS

Guildhall Young Artists Norwich (GYA Norwich) is an exciting, vibrant, and accessible Saturday music centre based at Wymondham High Academy, Norwich.

Students aged 3 to 18, from a range of backgrounds, access classes and ensembles, as well as individual tuition; all delivered by top music practitioners and industry professionals.

Personalised timetables fit the needs of each student. Every individual is nurtured to create, perform, improvise, and collaborate with peers at regular concerts, and other learning opportunities.

GYA Norwich is part of a national under 18s network of centres for under 18s which together form the Guildhall Young Artists (GYA) division of Guildhall School of Music & Drama, London. Guildhall School has close links to Barbican Centre, Europe's largest art centre. [Guildhall School of Music & Drama \(gsmd.ac.uk\)](https://www.gsmd.ac.uk)

ABOUT THE ROLE

This is an important teaching role at GYA Norwich working according to own specialism with children and young people aged between 3 and 18, in individual lessons or group workshops, in accordance with the School and departmental requirements, to guide their artistic development. We are looking for an approachable, committed and energetic musician and teacher with experience of working with young people and who can work flexibly as part of the GYA Norwich team as we embark on an exciting period of growth.

DUTIES

- To be responsible for formal scheduled teaching, lesson planning (including providing content and teaching methods, materials and aids), tutorials and assessment / reporting (in relation to assigned students). Included within the hours allocated to this work is attendance at meetings and all administration.
- To monitor the progress and achievement of assigned students throughout their period of study. The tutor will be responsible for identifying to the Head of GYA Norwich those students he/she considers suitable for GYA Norwich concerts and will also identify and assist in entering students for appropriate examinations.
- To manage the preparation and participation of assigned students where appropriate in a range of performing activities including concert performances, internal assessments / reports, outreach performances, master classes and workshops, competitions and outside engagements.
- To participate, if requested, with the Head of GYA Norwich and other senior colleagues in the auditioning and admissions procedures (for an additional fee).
- To participate, if requested, with the Head of GYA Norwich and other senior colleagues as a member of a panel for student assessments (for an additional fee).
- To contribute to programme and curriculum development where appropriate.
- To raise the profile of GYA Norwich by promoting the Centre in all outside activity and assisting the recruitment of students with high potential and interest in sustained learning.
- To liaise with other providers of student support services within Guildhall Young Artists (GYA) division and provide advice to students with special learning needs.
- To participate as required in the administration arrangements of GYA Norwich.
- To liaise with other GYA departments on collaborative activity where appropriate.
- To carry out other departmental duties from time to time as agreed with the Head of GYA Norwich and other senior colleagues.

DISCLOSURE & BARRING SERVICES CHECKS & SAFEGUARDING

- To provide the Head of GYA Norwich with evidence of fitness to carry out the services outlined in the form of prior clearance by the Disclosure and Barring Services (DBS) and shall provide an up-to-date DBS Certificate to the City of London Corporation.
- To at all times be registered with the DBS Update Service and shall be reimbursed the annual registration charge on production of the Certificate.
- To abide by Guildhall School's Safeguarding Policy and undertake training as required by Guildhall School.

HEALTH & SAFETY

To take reasonable care for all health and safety matters concerning myself and those around me, in accordance with the City of London Corporation's Health and Safety procedures.

EQUAL OPPORTUNITIES

To conduct all activities taking account of Guildhall School's and City of London Corporation's Equal Opportunities policy, ensuring that all clients, contacts, students and employees are treated fairly and with dignity and respect. To promote Guildhall

School's commitment to equality and diversity and to ensure that all students comply with the policy in all their activities.

REMUNERATION

The post is advertised for variable hours (i.e. zero hours) per Saturday x 30 Saturdays per academic year.

Once an offer of teaching work has been made, the services would be provided through a Contract for Services on a self-employed basis with City of London Corporation for specific and agreed hours at the hourly rate of £40.50 pro rata for 2025-26 academic year.

**GYA Norwich Tutor
Person Specification**

	<u>Essential</u>	<u>Desirable</u>
Technical skills, qualifications and experience <ul style="list-style-type: none"> • Significant experience of teaching specialism &/or significant professional performing portfolio • Experience of teaching within a specialist musical environment • Performing career • Music degree, diploma or equivalent • Experience/ability to lead a choir • Ability to accompany lessons/groups on piano 	✓ ✓ ✓ ✓	 ✓
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 in Norwich • 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 • Enthusiasm and commitment to GYA Norwich • 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 	✓ ✓ ✓ ✓ ✓ ✓	

Guildhall School of Music & Drama is committed to safeguarding and safer recruitment processes. All staff have the responsibility to follow best practice as set out in our Safeguarding Policy.