



GYA Taunton Singing Tutor Job Description

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| Department | Guildhall Young Artists |
| Location | Wellington School, South Street, Wellington, TA21 8NT |
| Responsible to | Head of GYA Taunton |
| Responsible for | Teaching Individual Lessons & Tutoring ensembles at Guildhall Young Artists Taunton |
| Salary & Contract | Contract for services in academic year 2025/26 Saturdays mornings in term time, from June 2026 Self-employed, £40.50 per hour 10 weeks per term, 3 terms per academic year |

ABOUT GYA TAUNTON & GUILDHALL YOUNG ARTISTS

Guildhall Young Artists (GYA) Taunton is an exciting, vibrant, and accessible Saturday performing arts centre based at Wellington School, Wellington.

GYA Taunton is part of a national under-18s network of 6 similar centres which are part of Guildhall Young Artists, a department of Guildhall School of Music & Drama, London. <https://www.gsmd.ac.uk/>

Students aged 5 to 18, from a range of backgrounds, access music and drama training at GYA Taunton in group workshops as well as individual tuition, all delivered by top creative 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 performances and other learning opportunities.

ABOUT THE ROLE

The successful applicant will devise and deliver weekly individual singing lessons and ensemble rehearsals as well as helping to evolve a rich and inspiring curriculum.

They will have a proven track record and experience in tutoring ensembles and individuals to a high standard. With performance at the heart of all our activities we are looking for someone who can inspire, motivate and demonstrate at a high level.

The post-holder will foster positive relations between departments and with colleagues to develop effective professional partnerships and innovative creative working practices. They will be a reflective practitioner who promotes inclusive practice and who is able to communicate effectively and professionally with students, staff and parents, representing the centre positively at all times.

With means tested bursaries available for talented students this post offers a real opportunity for developing student potential from all backgrounds.

DUTIES

- To deliver high quality individual, small group, and ensemble tuition in line with the Centre's musical aims. Preparation, administration, and meetings as required are included within the hourly pay.
- An open and inclusive teaching approach to ensure all children and young people are fully able to progress and develop. Be able to adapt to students' needs and capabilities to ensure a strong technical, musical, and creative grounding whilst supporting regular collaboration between music, drama and other arts activities at the centre.
- To liaise with centre staff, tutors, and other Guildhall Young Artists centres on collaborative activity.
- To monitor and record the progress, development, and achievement of students throughout their period of study whilst monitoring the individual's welfare.
- To manage and direct students' progression to ensembles and the wide range of activities and opportunities offered at the centre.
- To prepare assigned students for all performing activities both within and outside the centre.
- To help the centre to evolve a rich, inspiring, and ambitious curriculum.
- To participate, if requested, with the Head of Centre and other senior colleagues in the auditioning and admissions procedures (for an additional fee).
- To participate, if requested, with the Head of Centre and other senior colleagues as a member of a panel for student assessments (for an additional fee).
- Act as an advocate for Guildhall Young Artists by promoting the centre as well as Guildhall School of Music & Drama in all outside activities.
- Assist in the recruitment of students with high potential and interest in sustained learning.
- To liaise with staff, students, parents, external providers, and other collaborative partners where appropriate.
- To liaise with providers of student support services within Guildhall Young Artists and provide advice to students with special learning needs.
- To be willing to work out of hours as required for student concerts or other opportunities (for an additional fee).
- To follow health and safety guidelines and promote good practice to students.
- To follow all safeguarding and associated policies.
- To ensure compliance with all other policies and to complete all associated training as required and show a commitment to continued professional development.
- To attend and participate in meetings and monitor GSMD emails regularly.

DISCLOSURE & BARRING SERVICES CHECKS & SAFEGUARDING

- To provide the Head of GYA Taunton 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.

- Continue to be registered with the DBS Update Service throughout the duration of my engagement with the City of London Corporation.
- To abide by Guildhall School's Safeguarding Policy and undertake training as required by Guildhall School. Please find Guildhall School's Safeguarding Policy and other policies at [this link](#).

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.

OTHER RELEVANT INFORMATION

Once an offer of teaching work has been made (and trial period completed), 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 academic year 2025-26.

Please see GYA Taunton term dates for 2025/26 [here](#) and note GYA Taunton opening times are 08:30–16:30 on 30 Saturdays per academic year.

GYA Taunton – Singing Tutor – Person Specification

| | <u>Essential</u> | <u>Desirable</u> |
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| <p>Technical skills, qualifications, and experience</p> <ul style="list-style-type: none"> • Educated to an Honours degree (or equivalent) in a relevant subject(s) • Post Graduate Certificate in Education or other teaching qualification • Experience of working in a similar environment with safeguarding and Prevent • Vocal training or extensive experience and a good understanding of conservatoire education including knowledge and experience of a wide range of music practices and repertoire of the under 18 sector in music • Significant experience in a similar environment • Experience of teaching within a specialist environment including a wide range of repertoire and teaching groups of varying abilities • An ability to motivate, enthuse and inspire young people • A willingness to participate fully in the development of the art form • Able to tailor learning to individuals' needs and learning styles • Strong performance management/event planning and delivery experience • Good verbal and written communication skills and confidence • Demonstrable engagement with suitable networks and professional bodies with a commitment to continued professional development • A commitment to safeguard and promote the welfare of children | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | <ul style="list-style-type: none"> ✓ ✓ |
| <p>Business Skills</p> <ul style="list-style-type: none"> • Able to communicate well effectively both orally and in writing, including good IT skills in Microsoft Word and Outlook • Able to develop & sustain relationships with Guildhall School colleagues, students & carers • Excellent judgement with the ability to write reports and assessments • Able to work as part of a committed team • Able to give regular lessons on Saturdays in Wellington, Somerset • Able to offer music career guidance to young people • First Aid trained | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ | <ul style="list-style-type: none"> ✓ ✓ |

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| Personal Skills <ul style="list-style-type: none"> • Ability to motivate and inspire young people • Enthusiasm and commitment to GYA Taunton • Efficient, organised & able to meet deadlines • Ability to prioritise and manage own workload • Self-motivated with a calm and professional approach | ✓ ✓ ✓ ✓ ✓ | |
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Guildhall School of Music & Drama is committed to safeguarding and safer recruitment process. All staff have the responsibility to follow best practice as set out in our Safeguarding Policy.

GUILDHALL YOUNG ARTISTS TERM DATES 2025-26

AUTUMN TERM DATES 2025

Saturday 20 September – week 1

Saturday 27 September – week 2

Saturday 4 October – week 3

Closed 11 October – venue unavailable

Saturday 18 October – week 4

Closed for Half Term – Sat 25 Oct & 1 Nov

Saturday 8 November – week 5

Saturday 15 November – week 6

Saturday 22 November – week 7

Saturday 29 November – week 8

Saturday 6 December – week 9

Saturday 13 December – week 10

Closed for Holidays – Sat 20 Dec, 27 Dec & 3 Jan

SPRING TERM DATES 2026

Saturday 10 January – week 11

Saturday 17 January – week 12

Saturday 24 January – week 13

Saturday 31 January – week 14

Saturday 7 February – week 15

Closed for Half Term – Sat 14 & 21 Feb

Saturday 28 February – week 16

Saturday 7 March – week 17

Saturday 14 March – week 18

Saturday 21 March – week 19

Saturday 28 March – week 20

Closed for Holidays – Sat 4 & 11 April

SUMMER TERM DATES 2026

Saturday 18 April – week 21

Saturday 25 April – week 22

Saturday 2 May – week 23

Closed Saturday 9 May – venue unavailable

Saturday 16 May – week 24

Closed for Half Term – Sat 23 & 30 May

Saturday 6 June – week 25

Saturday 13 June – week 26

Saturday 20 June – week 27

Saturday 27 June – week 28

Saturday 4 July – week 29

Saturday 11 July – week 30