



## Job Description

**Job Title:** Professor of Voice

**Department:** Vocal & Opera

**Salary:** £50.88 - £78.86 per hour depending on experience

**Location:** Guildhall School of Music & Drama

**Responsible to:** Head of Vocal Studies

**Responsible for:** N/A

### **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 teach, motivate and inspire student singers (undergraduate and postgraduate) in the Vocal and Opera Departments (postgraduate), supporting their professional development by establishing secure, sustainable vocal technique and guiding their musical and artistic growth.

### **Main Duties & 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 role holder.

1. To teach Principal Study Voice lessons of the highest quality to assigned student singers at all levels of conservatoire training - leading the development of a secure, sustainable and resilient technique.
2. To support assigned students' artistic growth, guiding preparation for performing activities internal and external to Guildhall, advising on repertoire choices as necessary and supporting the Head of Department in advising students on appropriate choices within the performance curriculum.
3. To advise assigned students on opportunities available both internal and external to Guildhall, and to recommend appropriate students for such activities to the Head of Department.
4. To take an active interest in assigned students' training and performance activities beyond one-to-one lessons.



5. To monitor and report on the progress and achievement of assigned students, escalating any concerns to the Head of Department and pastoral teams to provide tailored support and resolutions for students.
6. To foster independent, autonomous learning by creating a collaborative environment where students are empowered and motivated to build and refine their developing skillsets.
7. To encourage student engagement and participation - focussing on levels of commitment and professional behaviours preparing students for the demands and expectations of the industry.
8. To assist Guildhall's providers of student support in advising students with individual learning needs.
9. To fulfil the allocation of hours for each assigned student. Included within the hourly rate for this work are the preparation of relevant learning materials, and any necessary administration related to the teaching.
10. To engage actively in continuing professional development and innovation within the field of vocal pedagogy, and where appropriate, to participate in mentoring processes with colleagues.
11. To demonstrate proactive engagement with wider professional development including areas of technology, language, diversification of repertoire and performance practices.
12. To exhibit an awareness/knowledge of the historical nature and current trends of the profession including signposting performance and professional development opportunities as appropriate.
13. To attract the most exceptional student singers to study at Guildhall and to promote the School in all outside activity, nationally and internationally.
14. To participate as a panel member for admissions auditions (by invitation, for an additional fee).
15. To participate as a panel member for formal assessments (by invitation, for an additional fee).
16. To liaise as required in the administration arrangements of the Departments and contribute to curriculum development where appropriate.
17. To liaise with colleagues across Guildhall on collaborative activity as required.
18. To exemplify professional, empathetic, enthusiastic and flexible behaviour in all interactions with staff, students and guests.
19. To recognise the value of celebrating diversity, and to demonstrate a proactive commitment to advancing equity and inclusive practice.



20. To 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.
21. To 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.
22. To undertake any other duties that may reasonably be requested, appropriate to the grade.
23. 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.
24. 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.
25. To undertake any other duties that may reasonably be requested appropriate to the grade



# Person Specification

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**Department:** Vocal & Opera

**Salary:** £50.88 - £78.86 per hour depending on experience

**Trent Position number:** N/A

**DBS Criterion:** Enhanced DBS

**Security Vetting Criterion:** No security vetting is required

**Politically Restricted Post Criterion:** 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.

## Experience Required

- Extensive, demonstrable knowledge of vocal technique and the underlying anatomy & physiology of the voice. (T)
- Awareness of the responsibility to inspire excellent development including technical mastery and artistic versatility. (T)
- Understanding of the need for students to integrate technical, musical and artistic development with a wide range of performance skills. (T)
- Compassion and empathy for student wellbeing and learning support needs. (T)
- Working knowledge of main sung languages and interest in use of IPA in training of singers. (T)
- Experience of teaching vocal students at undergraduate, postgraduate level within a conservatoire setting or equivalent.
- Experience of and interest in supporting students to optimise performance confidence and manage performance anxiety. (T)
- Experience contributing to a safe learning environment which emphasizes student autonomy in their learning process and encourages inquisitive, proactive study attitudes. (T)
- A roster of current/past students performing at a recognised international level.
- An established vocal practitioner with a personal history of performances in major international venues.
- Ability to balance and reconcile the needs of performing arts and higher education.



- Knowledge of conservatoire practical activities and assessment processes.
- Comprehensive grasp of professional life and the evolving landscape of the industry.
- Experience of conducting research and publishing findings in professional journals, books and electronic media.
- Demonstrable commitment to and application of diversity, equity and inclusion initiatives and structured actions. (T)

### **Technical Skills & Knowledge**

- Well, regarded and highly respected singer and/or teacher.
- Committed to continuing professional development.
- Ability to prioritise and manage own workload.
- Ability to use own initiative, prioritise and make decisions, using logic and applying innovative approaches to problem solving.
- Self-motivated, self-starter with a calm and professional approach.
- Efficient, organised and able to meet deadlines.
- Inspiring, communicative personality – generous in sharing knowledge and experience with staff and students.
- Fluent in English - both written and spoken.
- Approachable, responsive and accessible.

Able to demonstrate a high degree of professionalism and independence

### **Other Relevant Information**

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.

Your hours of work may vary each term/academic year and may be reduced or increased subject to student numbers, course requirements and operational needs.

### **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***



***critterion 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 permanent basis.

### **Salary**

The hourly rate of pay for your working hours for teaching will be £50.88 - £78.86 per hour (including holiday pay) depending on experience. 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.

### **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).

### **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**

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. 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.

### **Probationary Period**

You will be employed initially on a 1 academic year 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 term notice in writing 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.