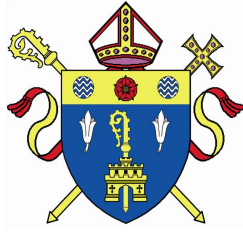


## Choral Director



### The Diocese of Lancaster

**JOB TITLE:** Choral Director

**TERMS AND CONDITIONS:**

- Salary - £24,000 per annum.
- Contract - This is a permanent, full-time appointment.
- Hours of Work – a minimum of 20hrs and up to 35 hours per week for 38 weeks of the year. Flexible working will be required including evening and weekend work.
- Annual leave - 25 days plus eight bank/public holidays and two further 'gifted days'
- Holidays to be taken outside of term time.
- Pension: The Diocese has a policy of matching employee contributions up to 6% of their pensionable salary.
- Mileage reimbursement for work-related travel at 45 pence per mile.

**LOCATION:** The Pastoral Centre, Balmoral Road, Lancaster LA1 3BT, though you will be required to operate from other locations within the Diocese. However, this post will also require some work to be done from home and visits to schools in the Preston area and other parts of the dioceses.

**ACCOUNTABLE TO:** Line Manager – School Singing Programme Manager.

**KEY RELATIONSHIPS:** Diocesan Trustees, Schools Singing Programme Manager and Advisor, School Headteachers and Senior Leadership.

**ROLE PURPOSE:** Thank you for your interest in this role. We aim to provide inclusive musical education to improve children's mental health, teamwork, academic achievements and to create a more powerful long-term interaction with the Catholic faith. This role will involve with children and schools travelling around the Diocese of Lancaster, to create long-term musical programmes comprising both singing sessions during school hours and after-school choirs. This is an exciting project that has become a reality thanks to a grant from the National schools Singing Project, founded and supported by the Hamish Ogston Foundation. The post serves children, schools and parishes as we launch the Diocese of Lancaster National Schools Singing Programme.

This application pack allows you to find out more about us and the advertised role. Having explored this information, we hope you might be interested enough to make an application.

**What we are looking for:**

The Choral Director will play a key role in the delivery of the Singing Programme in Diocesan schools. This will include in-class singing sessions, establishing and directing after-school choirs.

They will have an active role in the ongoing development of our music offer, particularly in developing a newly established Children's Choir and Youth Choir. The Choral Director will identify and develop relationships with schools and parishes to foster links between them, seeking opportunities for after-school choirs to provide music in local parishes and establish after-school choirs in strategic locations throughout the diocese.

**Working for The Lancaster Diocese:**

The Diocese of Lancaster Singing Programme is being established this year. We aim to develop a unique approach to creating an education programme that nurtures the potential within the diverse communities in which we work. This is an exciting opportunity to start at the outset of our programme, which has the importance of developing singing across the Diocese.

We have a rigorous approach to safeguarding and the well-being of the young people in our programme is central to our work. This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service which includes a barred list check for working with children.

**Applications should be returned by email as a PDF to [head@st-clares.lancs.sch.uk](mailto:head@st-clares.lancs.sch.uk) by the closing date of noon on Friday 27<sup>th</sup> May 2022. Mrs Anne Charnley welcome informal enquiries before application by contacting via the above email or telephone 01772 787037.**

**We would like this role to start in September 2022, depending on the availability of the successful candidate.**

**Mrs Anne Charnley**

*School Singing Programme Manager.*

**Mr Damian Howard**

## **MAIN DUTIES & RESPONSIBILITIES**

The successful candidate must be experienced in teaching classes and choral singing to children, performing a wide range of repertoire in school and performance contexts. They will be a good communicator at all levels and competent in the use of current IT systems. The Choral Director will have a deep knowledge of, and passion for, music, be well-versed in safeguarding issues and be committed to best practice.

This role requires a friendly and approachable person who understands the importance of respect for others, equality, and diversity. They will work effectively, independently, collaboratively, and flexibly to respond to the needs of key stakeholders.

This will include:

- Delivering outstanding singing sessions to school children in classroom and assembly settings within the school timetable.
- Ensuring that pupils are well equipped to provide music for collective worship in liaison with school colleagues.
- Establishing after-school choirs in strategic locations throughout the Diocese as progression routes for those taking part in the Singing Programme within their school.
- Fostering links between schools and parishes and seeking opportunities for after-school choirs to provide music in local parishes.
- Providing CPD to teachers on a local level to up-skill and build confidence in leading singing in the classroom outside of sessions led through the Singing Programme.

Other requirements: While it is not essential to be a Catholic, it is expected that the post-holder will work respectfully in a Catholic environment in line with the aims and ideals of the Church.

**PERSON SPECIFICATION**

|  | <b>Essential</b>   | <b>Desirable</b>   | <b>Evidenced</b><br>AF-application form<br>I – interview<br>R - references    |
|--|--|--|---|
| <b>Qualifications:</b>                         | Education to degree level or equivalent in any subject   | Postgraduate qualification in Music or education<br><br>Qualified Teacher Status   | AF  |
| <b>Experience, knowledge, and skills:</b>      | <p>Experience in teaching class and choral singing to children.</p> <p>Deep knowledge and passion for music.</p> <p>Experience in performing a wide range of repertoire in school and performance contexts.</p> <p>Good communicator at all levels, both verbally and in writing.</p> <p>Competent in the use of current IT such as email and Microsoft Office.</p> <p>Well-versed in safeguarding issues and committed to best practice</p> | <p>Awareness and knowledge of the new Model Music Curriculum (2021).</p> <p>Knowledge of/conversant in leading music in liturgical celebrations.</p> <p>Experience of primary music Education.</p> <p>Ability to play the piano.</p> | <p>AF/I/R</p> <p>AF/I/R</p> <p>AF/I/R</p> <p>AF/I</p> <p>AF</p> <p>AF/I/R</p> |
| <b>Personal qualities and characteristics:</b> | <p>Friendly and approachable manner.</p> <p>Excellent preparation and organisation skills.</p> <p>Understanding the importance of respect for others, equality, and respect for diversity.</p>   |  | <p>I/R</p> <p>AF/I/R</p> <p>AF/I</p>  |

|                                   |   |  |   |
|-----------------------------------|---|--|---|
|                                   | <p>The ability to work flexibly to respond to the needs of the key stakeholders.</p> <p>Able to work effectively, both independently and collaboratively.</p> <p>A willingness to work within the ethos of the Roman Catholic Church.</p>   |  | <p>AF/I/R</p> <p>AF/I/R</p> <p>AF/I/R</p> |
| <p><b>Other requirements:</b></p> | <p>This post is subject to a satisfactory Enhanced Disclosure Check by the Disclosure and Barring Service</p> <p>All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.</p> <p>Willing to pursue continuing training in all aspects of liturgy and music</p> <p>A driving licence and access to a vehicle along with the ability to travel regularly to various parts of the Diocese is essential.</p> |  | <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>       |

## **GENERAL EXPECTATIONS/CONDUCT RELATING TO EMPLOYMENT**

### **Standards of Behaviour & Conduct**

Staff are expected to act at all times with due consideration for others, and in a manner befitting their position as an employee of the Church and as professionals, whatever their specific job. Any employee Code of Conduct must adhere to.

### **Health & Safety Responsibilities**

All staff are required to ensure that they understand and accept the legal duties placed on them by the Health & Safety at Work Act not to endanger themselves or others and by the management of Health and Safety at Work Regulations to cooperate with colleagues and management in the control of health and safety at work and therefore:

- To read and understand and abide by the health and safety policy
- To make themselves familiar with accident and emergency procedures in their site
- To make themselves familiar with the findings of any risk assessments which might affect them;
- To inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses
- To set a good personal example in respect of health and safety

### **Confidentiality and Disclosure of Information:**

Information accessible to you as part of your employment which relates to the affairs of the Charity or any of its clients' may not be disclosed by you or anyone outside the Charity, either during, or at any time following your employment without the permission of their manager.

This does not affect your statutory rights, and/or any whistleblowing policies.

### **Use of Computers and electronic equipment**

As the Diocese has charity status, employees are expected to use/process Charity's data and electronic equipment legally and appropriately.

Employees are expected to behave responsibly and appropriately when using their social media accounts outside of work.