

## **Job Description**

**Job Title: Chorister Tutor and Music Assistant**

**Location: Temple Church and its offices**

**Reporting to: Director of Music**

**Salary: £14,000**

**Hours: 16 Hours, to cover:**

- Monday, Wednesday, Thursday and Friday 3.00-6.00 pm in term-time for choir practice, library and meetings.
- Sunday 9.00 am – 1.00 pm when the choristers are singing the morning service, to assist in rehearsals, provide musical support and manage the library.
- Outside term-time, 7 weeks' administrative time, to be planned and used in coordination with the Director of Music
- Additional hours, required on some Wednesdays until 7pm, when the choristers sing Evensong.
- Attendance and supervision of choristers at memorial services and concerts as required
- There is the opportunity to work both flexibly and remotely to fulfil the administrative tasks, on the understanding that there will need to be some agreed contact time with colleagues (by email, phone, Zoom or in person) in order to ensure the smooth-running of the department.

### **Duties**

- Assisting with training of TC choristers (alongside DoM and singing teachers)
- Responsibility for the training of probationer choristers and juniors (both repertoire and theory), including their transition into the full choir
- Assisting in the recruitment and auditioning of choristers
- Leading on the teaching of musical theory to all choristers (scope for designing training materials and syllabus)
- Assisting with online learning materials (for example scanning in music to the Google Drive, recording and uploading learning tracks etc)
- Attendance at all Temple Church choir services when the boys are singing (Wednesday Evensongs, Sunday morning services, occasional Memorial Services), and at concerts (internal and external)
- Responsibility for running the music library of the Temple Church Choir, Temple Singers, Youth Choir, Choral Scholars for services and concerts.

*In addition, the right candidate will have the opportunity to:*

- assist with the female choral scholar programme
- be actively involved with the new primary schools outreach programme, including forming links with local schools

- conduct our professional adult choir, The Temple Singers in services on occasion
- lead sectional rehearsals of the Temple Church Youth Choir (this runs on a project basis, usually once or twice a year)

*These additional items would be paid on a freelance or overtime basis, and are in addition to the basic salary*

## **Person Specification**

### **Essential:**

- Self-motivated, organised and proactive
- Good time management
- Ability to work confidently as part of a team and individually
- Music graduate (BMus, or similar)
- Experience of working with young singers in the English choral tradition (age 7 – 14)
- Teaching experience and excellent rapport with children and young people, with a flexible approach
- Good keyboard skills to support the training and teaching of choristers
- Good understanding of healthy vocal practice
- Safeguarding: this role is subject to an enhanced DBS check and the individual will be required to undertake safeguarding training

### **Desirable:**

- Creative approach to teaching, including devising teaching materials where appropriate
- A good working knowledge of the Anglican choral repertoire
- Some experience of working with professional singers
- Experience of working with older students (14-18)
- A teaching qualification, such as a PGCE would be advantageous but not essential.
- An appreciation and understanding of differentiated teaching and accommodations towards children with learning differences in a choral setting would be advantageous but not essential.