



JOB DESCRIPTION – Singing Teacher

Responsible to: Director of Music

The School

Charterhouse was founded in 1611, originally at Sutton's Hospital in London, a beautiful set of buildings similar in style and feel to an Oxford College. The School moved to its present magnificent site near Godalming in Surrey in 1872. Set in a spacious landscape the towering neo-Gothic buildings are an imposing sight. Behind the dramatic nineteenth century façade lies a modern school looking to the future while enjoying its centuries-old traditions. There are about 900 pupils aged 13 to 18, all of whom, except around 60, are boarders. Huge developments have been made throughout the School in recent years and it is an exciting place to work in. The School enjoys outstanding cultural and sporting facilities and an enviable record of academic and all-round achievement.

The Music Department

Music has, for many years, played a major role in the life of the School. Ralph Vaughan Williams was a pupil there, and many pupils have gone on to be accomplished professional musicians, with a regular stream of pupils entering leading universities and music colleges to continue their studies. There are six permanent music staff at the school, and twenty-four visiting instrumental teachers. There are many chamber groups, including string quartets, jazz bands, symphony orchestra and numerous others. At least one group wins prizes almost annually in the National Schools Chamber Music Competition. There are also five choirs, ranging from a non-auditioning concert choir, two Chapel Choirs and Close Harmony Groups.

1 - Basic Purpose of the Job

To inspire and develop vocal technique and musicianship.

2 – Main Responsibilities

The School is looking to employ a visiting **singing teacher** to join the current team of three who instruct over 70 pupils each week. The ideal candidate would be at home teaching classical and musical show repertoire and giving technical instruction in both repertoires.

Exams are not compulsory but many pupils choose to take AB exams and a number opt for Guildhall exams.

Choral singing is very strong at Charterhouse and there is a helpful collaboration between the singing team and the Director of Music in helping the preparation of solo work, sight reading and training for choral awards.

3 - Supervisory and Managerial Responsibilities

The post involves teaching a prescribed number of pupils on an individual basis, although some degree of flexibility in numbers needs to exist depending on demand. Each lesson or “hash” lasts 40 minutes, although there is a 5-minute break between each ‘hash’ enabling pupils to move within the school.

Pupil Numbers: The School reserves the right to vary the number of hours a music teacher is required to teach at its discretion but normally according to the number of pupils expressing a wish to have individual lessons or in accordance with other factors, such as a decision by the School to engage additional music teachers, or to reallocate pupils between existing music teachers. In accepting the post of Music Teacher, a music teacher accepts the fact that the School cannot guarantee a minimum number of hours work.

4 - Other Responsibilities

Hours of work will take place during Quarter (term) between Monday and Friday from 8.30am to 6.25pm and on Saturdays from 8.30am to 1.25pm. Any request to teach beyond these hours must be made to the Director of Music. When working throughout a year, a music teacher is required to offer between 28 and 30 hashes per pupil per year, ensuring that times of special events are avoided, as publicised by the Director of Music.

As part of your responsibilities covered by the hourly rate, teachers are expected to formulate their own timetables, and to give at least one week’s notice of any alteration to the pupils and the Music Department Administrator. If these requirements are not satisfied it may not be possible to charge a pupil for any hash missed and the music teacher may not be paid for that lesson. A Music Teacher is also expected to keep a register, to report any absences on a weekly basis, and to write termly reports. It is also expected, as with all other school employees, that a music teacher will remain current with any mandatory training, such as Child Protection and health and safety training, as reasonably requested by the School.

5 – Knowledge and Skills Required (to be effective)

ESSENTIAL

Candidates should have an appropriate teaching /or equivalent professional qualifications and experience, and have extensive recent relevant teaching / practical experience. It is anticipated that all staff engaged in instrumental teaching will have an active performance and practitioner profile and will be engaged with the development of best practice in musical performance and its assessment, as well as in current developments in pedagogy.

DESIRABLE

While accompanying skills are not essential, they are desirable.

6 - Other

The Job Holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the Job Holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School’s Safeguarding Lead.

Criminal Background Checks

As a School, Charterhouse requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. The School's policy on the recruitment of ex-offenders and security of disclosure information can be found on our web site: www.charterhouse.org.uk

In addition, all new employees are required to provide two satisfactory references, one of which should be from a previous employer. The School may also contact any previous employer, where the position has involved working with children or vulnerable adults.

The Disclosure and Barring Service's Code of Practice is intended to ensure that information released in Standard and Enhanced Disclosures is used fairly – and to provide assurance to applicants that this is the case. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary.

Further information about the Disclosure and Barring Service may be obtained from <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/> and a copy of the Code is available upon request or from the Home Office web site: <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/cop>

Please apply online from our website at:

<https://www.charterhouse.org.uk/about-us/employment-opportunities>

If you are invited to attend an interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

The closing date for applications is 1st September 2022

Shortlisted applicants will be notified by Monday 5th September and the interviews will take place during the week of the 12th September 2022.