



THE DOWNS
PREPARATORY SCHOOL
BRISTOL

Job Description – Choir Director and Singing Teacher

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	To be responsible for the direction and development of The Downs Singers choir. To teach individual and group singing lessons.
Line Manager:	Director of Music
Safeguarding:	To promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
Main Responsibilities of the role:	<ul style="list-style-type: none"> • To deliver suitable and exciting singing lessons to individual pupils that engage, challenge and develop their interests. • To prepare children for Associated Board Exams. • To develop a varied programme of choral works for the Downs Singers, suitable for school and external events and competitions. • To suitably support the children by attendance at concerts, informal and formal. • To write thorough reports on individuals at least twice a year. Each report will give clear objectives and targets for improvement. • To accurately record for the Bursar the amount of lessons given to individuals and choir rehearsals taken. • To communicate with parents as necessary in order to support each pupil's development. • To ensure that the Music Department is well resourced as necessary to teach singing effectively. • To contribute towards major school events (in association with and at the discretion of the Director of Music) for example the Christmas Carol Service, Leavers Service, Speech Day Concerts and Public Performance opportunities.

Line management duties and personal responsibilities	<ul style="list-style-type: none"> • To earnestly support the Director of Music. • To produce clear, accurate timetables for the Director of Music at the beginning of each term for both the Downs Singers and individual lessons. • To present the Bursar with an accurate record of those lessons delivered.
---	--

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Details of Employment

The Downs Singers are a selected group of pupils from Years 6-8 who regularly rehearse twice a week during each term. Currently these times are:

Monday 1625 to 1700 hours

Thursday 1340 to 1410 hours

However, these times can change to be timetabled according to the availability of the Choir Director.

Pay: Choir direction is paid at £30-40 per hour dependent on experience and qualifications. An allowance for the preparation in school will be paid subject to prior agreement.

Individual music tuition is paid at the hourly rate of £26.45; a lesson allowance being 35 minutes.

Start Date: January 2019 is preferred

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • A relevant professional music qualification. 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • A good degree in teaching such as a Bachelor of Education. 	Production of the Applicant's certificates
Experience:	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role.</i></p> <ul style="list-style-type: none"> • Participation as a musician in a band, ensemble/choir. • Experience as a singing teacher. • Proven experience of taking an ensemble/choir in another school. 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role.</i></p> <ul style="list-style-type: none"> • Experience of working with Prep school aged children. 	Contents of the Application Form Interview Professional references
Skills	<p><i>The skills required by the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Competent singing teacher. • Ability to read music. • Efficient administrator – in order to create teaching timetable and to keep accurate records. • Ability to use accurate written English. 	<p><i>The skills that would enable the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Good ICT skills. • Ability to play other instruments, in particular the piano. • Ability to use a range of teaching methods. • Ability to teach theory of music. 	Contents of the Application Form Interview Professional references
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Knowledge of Associated Board Exams. • Knowledge of Trinity Exams. 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Knowledge of choral music. • Knowledge of senior school music departments. • Knowledge of scholarship requirements of various senior schools. 	Contents of the Application Form Interview Professional references
Personal competencies and qualities	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours. • Positive attitude to use of authority and maintaining discipline. 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Ability to work effectively within the team of the Music Department. • Ability to communicate well with children, colleagues and parents. • Passion for singing and music in general. • Ambition to create a dynamic singing department. • Willingness to develop professionalism. • Good sense of humour and cheerful disposition. 	Contents of the Application Form Interview Professional references