



OUNDLE

School

Job Title: Choir Master / Choral Facilitator

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive schedule.

About the School

Oundle School is one of the country's leading co-educational boarding and day schools, with 860 boarding and 250 day pupils. A further 250 day pupils attend Laxton Junior School.

Oundle School enjoys a strong reputation for academic excellence as the core of an all-round education and supported by outstanding pastoral care and is renowned for the quality of its teaching of music. Developments over recent years have sought among other things to support the love of learning in all pupils by developing the non-examined curriculum.

All members of the academic staff contribute to the School's extensive co-curricular provision and are expected to fully participate in the boarding school life that encompasses some evening and weekend duties.

All staff are expected to demonstrate consistently high standards of professional and personal conduct, maintaining high standards of ethics and behaviours both in and outside Oundle School, having proper and professional regard for the ethos, policies and practices of the School. All staff are required to act within the statutory frameworks which set out their professional duties and responsibilities.

The Department:

Responsible to: Director of Music
Responsible for: Visiting Music Teachers

The Music Department is housed in an old Georgian Rectory, now the Gascoigne Building, near the centre of the School and the town. The Gascoigne Building provides an attractive and well-equipped environment for music education. The School has a fleet of 54 pianos, its own Music Library, and the chapel has 3 organs: a three manual instrument, built in 1984 by Frobenius of Denmark, a 5-stop continuo organ by Johnson and a Copeman Hart instrument, built in 2000.

The Music Department presently consists of; the Director of Music, Head of Academic Music and School Organist, 4 Heads of Instruments specialising in Wind, Brass, String and Piano, a Music Technician, Academic Music Teacher and Music Fellow. It is supported by a team of part-time visiting instrumental teachers and a full time secretary.

Around 860 instrumental lessons are given each week. All pupils are encouraged to play in instrumental groups and to sing in choirs as soon as they reach a reasonable standard. Instrumental Ensembles are tiered in terms of ability. At present Symphony Orchestra, Chamber Orchestra, Chapel Choir, Schola Cantorum, Chamber Choir, Junior Choir, Wind Orchestra, Concert Band, two Jazz Orchestras, Percussion ensembles, Steel Pans, Brass groups, the Pipers and Drum Corps, CCF Marching Band, a Blues Band, many string quartets, chamber music and smaller ensembles flourish.

All groups are given frequent opportunities to perform in concerts, services or social functions in and out of School throughout the year. There are competitions during the year for solo instrumental and ensemble performance, solo singing and House part and unison singing. The Department is involved with many productions in the School's Stahl Theatre, ranging from incidental music for plays, to full length musicals. There is a biennial concert given in Hong Kong, and there are links with Oundle Music Trust which encompasses the Oundle for Organists summer school. Alexander Technique is important and the department was instrumental in the ground breaking initiative Violinists in Balance that was developed alongside the Conservatoire in Utrecht. The School has a partnership with the Royal College of Music, giving Oundle musicians unique access to the College's professors and facilities. A number of linked events take place annually.

Music is taught in classes to all first and second forms (11 – 13 years). Pupils in the Third Form choose to study the subject as one of three practical choices out of six. GCSE, A Level and Music Technology A Levels are courses offered, along with a 6th form Diploma course option. The Music School has good facilities for technology in music and these play an important part in studio work, the music tech academic options and compositional work for GCSE/A level. There are weekly classes in theory and aural training.

The School offers up to ten major music scholarships for entry at 13+, of up to 30% of school fees and a number of Music Exhibitions. There are also scholarships for entry at 16+ and 11+. We have around 100 pupils holding music awards.

Job Purpose

The post holder will be responsible for ensuring that the education of pupils is upheld as a priority and that the highest possible standards in work and conduct are achieved throughout the department.

They will demonstrate a positive working style with enthusiasm and commitment, leading their team by example.

They will advise the Director of Music on specialist issues and developments relating to the teaching of lessons in their department(s), including the suitability of music for concerts,

conservatoire entrance, Music Scholars, and any other matters in which the Director of Music may seek assistance.

Choir Master / Choral Facilitator - overview

The Choir Master / Choral Facilitator works under the jurisdiction of the Director of Music and will work closely with the VMT singing teachers, the School Organist, Head of Academic Music, Heads of Instruments and Chaplains.

Oundle School has four choirs: the Chapel Choir with 60 pupils, Chamber Choir (effectively a training choir for the Chapel Choir), a Junior Choir made up of Form 1 and 2 pupils and the Schola Cantorum, an elite chamber choir. Chapel Choir usually leads the worship in Chapel each week, but each choir will have the chance to sing a Sunday service each term. We are keen to develop a Community Chorus for parents, staff and local community to perform alongside Oundle's Choral Society and combined Oundle School Choirs for special events and large-scale concerts.

There are up to two sung services each Sunday in the School Chapel, with midweek services and special services as required. School choirs regularly visit cathedrals to sing evensong and have opportunities to perform in venues away from Oundle.

The programme of music for the School is under the control of the Director of Music and the Choir Master / Choral Facilitator works closely with the Chaplains, the Organist and Director of Music in the planning of music events involving the choirs. Choir Master / Choral Facilitator will run the Chapel Choir, Chamber Choir, and Junior Choir providing opportunities for all pupils wanting to sing, to train singers and nurture the provision of choral singing throughout the school and help the School Organist in his work.

The Choir Master / Choral Facilitator will be proactive in suggesting and sourcing appropriate repertoire for these choirs, will take choir practices, recruit and audition singers, liaise with the singing VMTs and be available for all services. The post holder is also available to assist and support the Director of Music, particularly in relation to large scale projects.

The Choir Master / Choral Facilitator's primary function is to ensure the quality of the singing throughout the school and of the choirs, and to foster a love and enthusiasm from the pupils in their singing across a diverse range of repertoire each year. The Choir Master / Choral Facilitator may also be required to lead the congregational hymn singing practices on occasion.

Duties and Responsibilities

Management of Department

The Choir Master / Choral Facilitator will be expected to:

- carry out any administrative tasks in relation to the role; take responsibility for the promotion of their concerts, dealing with associated administration such as trip forms, risk assessments, posters and programmes.
- take an active role in providing suggestions for potential masterclasses, performance
- be responsible for the care and maintenance of the instruments and sheet music within their department, and for keeping an orderly inventory. They are responsible for the upkeep and tidying of the areas where they teach.

Whole School

As is consistent with the role of a teacher in the School, the Choir Master / Choral Facilitator will be expected to:

- make a positive contribution to the wider life and ethos of the School.
- show support for the pupils, their colleagues and Department, by attending scheduled concerts, competitions and performances where their instruments are represented
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support .
- be involved in the development of whole-School policies and links with senior management.

Curricular/Ex-curricular Activities:

- The post holder will be expected to contribute to the extra-curricular life of the School as appropriate.

<p>These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.</p>

PERSON SPECIFICATION

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

ESSENTIAL ATTRIBUTES	DESIRABLE ATTRIBUTES
QUALIFICATIONS	
<ul style="list-style-type: none">• Performance Diploma or Music degree	<ul style="list-style-type: none">• Evidence of ongoing professional development
SPECIALIST SKILLS & EXPERIENCE	
<ul style="list-style-type: none">• Specialism in the field of Choral Music• Excellent general musicianship with strong sight-reading abilities, and aptitude to accompany on piano and organ• Knowledge of choral repertoire• Knowledge of the Liturgy in relation to the Anglican Church• Experience of running concerts	<ul style="list-style-type: none">• Proven leadership skills• Proven experience of managing staff• Strong links with the wider music industry (eg. exam boards, conservatoires, artistes, agents, ensembles, national ensembles)• A knowledge and experience of working in boarding schools• Experience of working in a Church• Working as a soloist• Working as a Choral Director• Working in a school or other educational establishment• Former organ or choral scholar at University and/or within a Cathedral• Skilled in the use of ICT, including Sibelius software• Current driving licence
PERSONAL QUALITIES	
<ul style="list-style-type: none">• Proven abilities to work well as part of a team• Have a desire and the ability to work effectively with children and young people• Energy and commitment• Enthusiastic about subject• Strong communication skills• Ability to motivate and inspire others (staff and pupils) to achieve• Calm under pressure• Organised, punctual, and efficient in organising their workload and managing their time effectively• Excellent judgement and decision making skills• Appreciates and reinforces the need for diversity and respects British values (as defined under Prevent Duty)• A willingness to play a full part in the extra-curricular life of the School	<ul style="list-style-type: none">• Diverse interests and hobbies• A love for learning• Numerate

EMPLOYMENT INFORMATION

This post is subject to a ten month probationary period.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

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. The successful applicant will be subject to an Enhanced check by the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form. As the role will include work with early and/or later years provision at Laxton Junior School, you will be required to declare that you, or anyone you live with, is not disqualified from working in connection with early or later years provision for children under the age of eight

All staff are required to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications declared on their application form.

Salary: Salary will be paid in accordance with an hourly rate of £35.38 (inclusive of holiday pay)

Fixed term: This role is for a fixed term, starting September 2018, with an induction in the last week of August and finishing in December 2018.

Hours of Duty: During School Term time, the teacher shall work all school hours, while the school is in session, and at any other time (including during school holidays, at weekends and before and after the School's normal start and finish times) as may be necessary (in the opinion of the Head) for the proper performance of the duties for this role.

Permission for leave of absence to fulfil such a professional engagement must be sought from the Director of Music prior to engagement.

Working weeks: September to December,
Wednesdays 4-7pm
Fridays 4-7pm
Sundays 8:30-11:30am

Holidays: All holidays must be taken during Oundle School holiday periods, not during Term time or when requested to attend a School trip during a holiday period, or if required to participate in School business at the request of the Head. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).

Application closing date: 20th June 2018 (9am)

Interview dates: 22nd or 25th June 2018

Completed application forms should be returned to:
Vania Murphy, Recruitment Co-ordinator, The Bursary, Church Street, Oundle PE8 4EE
e-mail: recruitment@oundleschool.org.uk tel: 01832 277193

Queries relating to the specifics of the role should be directed to:
Tina Minney, Music Department Secretary
Email: tminney@oundleschool.org.uk tel: 01832 277132

Note:

Every job description in the organisation will be subject to a review either:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in strategic direction, or
- as a result of a team/ operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within six months of appointment

It is the shared responsibility of the post holder and the Head to ensure that job description is kept up to date.

THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER