

SINGING TEACHER – JOB DESCRIPTION

**The School**

Charterhouse was founded in 1611. The original foundation was at Sutton’s Hospital in London. The School moved to its present magnificent 250 acre site near Godalming in Surrey in 1872. Many of its buildings are Grade II listed. In addition to the main school buildings, there are 12 boarding houses, 4 girls’ halls of residence, and around 80 residential properties spread over the school campus and nearby town environs. There are over 800 pupils aged 13 to 18, all of whom are boarders, except around 30 who are day boarders. Over 70 girls are admitted to the Sixth Form each year. The School enjoys outstanding cultural and sporting facilities and an enviable record of academic and all-round achievement. During non-term time, the School facilities are used for commercial purposes to raise money for School bursaries. In total Charterhouse employs around 350 staff, 110 of whom are involved with the teaching of the pupils.

*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 five 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 concert choir of 120 to an elite chamber choir of 12.

**Basic Purpose of the Job**

To inspire and develop VOCAL technique and musicianship.

Responsible to: Director of Music

Internal Relationships: Pupils, members of the Music Department (especially the Music Administrator)

External Relationships: Parents of existing pupils, other schools’ music departments

**Main Responsibilities**

The School is looking to employ a singing teacher to join the current team of four who instruct over 70 pupils each week. Pupils are taught classical repertoire and technique, while being encouraged to use this foundation to explore lighter repertoire, according to their taste.

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.

Music staff at Charterhouse are expected to possess a love of teaching and the personal skills to do this well. They must also be inspirational through their own performances. Candidates will therefore be asked to perform and teach at interview.

Teachers are expected to formulate their own timetables, to keep a register, and to write termly reports. They are therefore required to keep accurate records of attendance, punctuality and progress of pupils. They should provide music for their pupils (which can be ordered through the school), and be proactive in encouraging their pupils to perform as regularly as possible.

Pupils are encouraged to perform at least once a term in short concerts held during morning break. More advanced pupils are encouraged to perform solo evening recitals as well. There is an annual competition and other opportunities to perform, and the teacher provides an essential component in encouraging this and bringing it about in all of their pupils. Pupils often have to miss academic lessons in order to attend music lessons and their commitment to their vocal development needs to be a serious one. Regular practice and a concerted effort to develop theoretical as well as practical skills are all things that the teacher must feel a responsibility in advocating.

**Working Arrangements**

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.

It is envisaged that there will be at least one, but probably two, days’ teaching per week. 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 lessons per pupil per year, ensuring that times of special events are avoided, as publicised by the Director of Music.

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.

As part of your responsibilities covered by the hourly rate, a music teacher is required to plan and submit a timetable for the Term, 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 prepare such reports on pupils with the framework and timescales laid out by the Director of Music. It is also expected that, as with all other school employees, 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.

Absence: It is appreciated that music staff invariably lead busy performing lives in addition to their teaching need flexibility. This experience can prove an invaluable stimulus to what they can offer pupils here. It is also recognised that pupils need regular tuition from the teacher with whom they have built a rapport. With the ever-increasing bureaucratic stipulations required even for short-term cover it is a requirement that you receive written agreement from the Director of Music before undertaking work that will absent you from Charterhouse for more than a week in any Quarter. This permission must be sought at least three weeks before the start date of proposed absence. Most of our staff lead busy professional performing lives; with an ability to move teaching days across the week, they generally manage to easily balance their teaching and performing commitments while maintaining a weekly schedule at the School.

**Knowledge and Skills Required**

Relevant Experience / Knowledge & Technical Competencies

ESSENTIAL

Applicants will be accomplished singers and have significant teaching experience.

DESIRABLE

While accompanying skills are not essential they are desirable.

Personal Competencies / Skills

ESSENTIAL

Ability to combine professional performing with a genuine passion for teaching.

**Special Working Conditions**

The jobholder’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 Child Protection Officer.

**Benefits of Employment**

*Salary* Competitive hourly rate

*Benefits* Travelling expenses are paid at a rate of 45p per mile up to a maximum of 70 miles

Membership of the Charterhouse Club (sports centre)

Inclusion in Personal Accident Insurance Cover

Employee Assistance Programme

School lunches are usually available throughout the year (except when School closes)

Death in Service Benefit

*Benefits subject to eligibility criteria*:

Contributory Pension Scheme

Subsidised membership of School Golf Club

Cycle to Work Scheme

Childcare Voucher Scheme

*Notice* One month during probationary period (which is normally six months). Once the appointment is confirmed both parties are required to give at least one term’s notice.

**Application and Selection Process**

Application

Applications should be made in accordance with the School’s application and recruitment procedures (available on the website) and emailed to Agata Scott-Hubbard, HR Manager; email address – [agatascotthubbard@charterhouse.org.uk](mailto:agatascotthubbard@charterhouse.org.uk)

Selection Processes

The closing date for applications is Friday 9 June 2017. Short-listed candidates will be notified by email by 17:00 on Monday 12 June 2017. Short-listed candidates will be called to interview on Monday 26 June 2017, and will be asked to perform and to teach.