

# PANGBOURNE

## JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

<b>Job Title:</b>	Organist in Residence
<b>Reports to:</b>	Director of Music
<b>Manages (if appropriate):</b>	n/a
<b>Department:</b>	Music
<b>Hours per week:</b>	As required to fulfil duties of role which will include evening and weekend work
<b>Duration of Contract:</b>	Fixed Term for 1 Academic Year
<b>Key working relationships:</b>  Director of Music Music Department Staff / VMTs Academic Staff Pupils Parents Bursary Staff Pangbourne Choral Society	
<b>Job Summary:</b> To support to all areas of the Music Department including providing musical accompaniment to individual and group music lessons. To be the resident Organist for the Falkland Islands Memorial Chapel.	
<b>Duties and responsibilities:</b> <ul style="list-style-type: none"><li>• Provide Organ/Piano accompaniment to College Chapel Services in the FIMC</li><li>• Provide Piano/Musical accompaniment for College concerts, choirs and examinations</li><li>• Offer accompaniment sessions to music students, especially music award holders, GCSE and A-Level public exam candidates.</li><li>• Fully participate in College concerts and other musical productions.</li><li>• Assisting, organising and attending concerts and music trips with in and out of school hours.</li><li>• Supervise evening music practice sessions in the department.</li></ul>	

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- Support classroom teaching.
- To teach music theory and take aural classes.
- To teach the organ and/or piano
- Arrange student work and displays around the Music Centre.
- Actively support the co-curricular programme.
- To accompany on the piano or organ the Pangbourne Choral Society rehearsals for which an additional fee is paid.

## **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

## **Child Protection and Safeguarding Policy**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children.

## **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

## **Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

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## **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## **Health and Safety**

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

*It is the firm policy of the College to promote a happy, professional, yet "family" atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to me or a colleague.*