**JOB DESCRIPTION**

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| **Job Title:** | Liturgical Music Co-ordinator | **Department:** | Chaplaincy  |
| **Hours of Work:** | Every Sunday (Term time) – Required either 10:00 to 12:00 or 16:00 to 18:00. Also required during services throughout the year. |
| **Responsible To:** | Chaplain | **Responsible For:** | Chapel Music/Accompanying |

**Summary of Role:**

To develop and lead the music for Chapel on Sunday: recruiting musicians and rehearsing them, and linking to whole school music liturgy. To accompany for concerts and examinations, and recordings; working with students and guiding them in performance.

The Liturgical Music Co-ordinator will be able to lead liturgical music within the School community. They must be able to build on the considerable talent to be found in the student body and develop out Catholic worship.

The School has students who play regularly and sing in the Chapel choir and the Co-ordinator will have a crucial role to play in developing the singing and playing skills of the students who are committed to sing / play each week at our liturgical celebrations.

The Sunday Mass is celebrated at 11am or 5pm and the candidate will also work closely with the chaplain and the Music department.

**Specific Responsibilities:**

1. Responsibility for Chapel Music and other important liturgical events, including whole school masses and confirmation as requested
2. Accompanying students in preparation for and playing / singing at Liturgical celebrations in the School Chapel.
3. Helping and encouraging students to develop their singing / musical talents.
4. Having a commitment to ensure that the congregation also share in the singing at mass.
5. Rehearsing and leading the chapel choir at Sunday Mass and other services throughout the year

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Excellent piano and accompanying skills
* Training specifically in accompanying
* Possess excellent communication skills both written and verbal
 | * Second instrument
* Degree in Music
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| **Personal Behaviours** |  |
| * Ability to work in a team
* Initiative and Creativity and the ability to be adaptable
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| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community.
* Committed to the Sacred Heart Values.
* Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.
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| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people.
* A satisfactory Enhanced Disclosure from the DBS.
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