



## Diocese of Westminster

|                                     |                                                                                              |
|-------------------------------------|----------------------------------------------------------------------------------------------|
| <b>Job Profile</b>                  | Choral Director                                                                              |
| <b>Department / Parish / Agency</b> | Education                                                                                    |
| <b>Reporting to</b>                 | Deputy Director of Education                                                                 |
| <b>Cost Centre</b>                  | 306                                                                                          |
| <b>Location / Address</b>           | Vaughan House, 46 Francis Street London SW1P 1QN (Base location)                             |
| <b>Management of</b>                | n/a                                                                                          |
| <b>Contract type</b>                | 1 year permanent contract                                                                    |
| <b>Hours</b>                        | 37 hours per week to be agreed                                                               |
| <b>Salary</b>                       | £30,000 (per annum)                                                                          |
| <b>Start Date</b>                   | September 2022                                                                               |
| <b><u>Travel required</u></b>       | Regular travel throughout the diocese particularly to school sites                           |
| <b><u>Annual Leave</u></b>          | 24 days per year plus statutory bank holidays                                                |
| <b><u>Expenses</u></b>              | Travel and other work-related expenses will be paid in line with the policies of the diocese |
| <b>Job Reference</b>                | 347-306                                                                                      |

**Job Purpose:** The Choral Director will play a key role in the delivery of the Singing Programme within the Diocese of Westminster.

### **Principal duties and responsibilities :**

Key aspects of the role are to:

- Identify and develop relationships with schools and parishes throughout the Diocese who may benefit from the Singing Programme.
- Deliver outstanding singing sessions to school children in classroom and assembly settings within the school timetable.
- Ensure that pupils are well equipped to provide music for collective worship in liaison with school colleagues.
- Establish after-school choirs in strategic locations throughout the Diocese as progression routes for those taking part in the Singing Programme within their school.
- Foster links between schools and parishes and seek opportunities for after-school choirs to provide music in local parishes.
- Provide CPD to teachers on a local level to up-skill and build confidence in leading singing in the classroom outside of sessions led through the Singing Programme.

### **Our Diocese Values**

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our center. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

## Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

## Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

## Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

## Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

## Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

## Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

| <b>Skills/competence and knowledge requirements</b>                                  | <b>Essential/<br/>Desirable</b> |
|--------------------------------------------------------------------------------------|---------------------------------|
| Educated to degree level                                                             | E                               |
| Educated to degree level in music                                                    | D                               |
| Qualified teacher status                                                             | D                               |
| Knowledge of a wide variety of choral music, both sacred and secular.                | E                               |
| Knowledge of engaging choral direction techniques and effective warm ups.            | E                               |
| A passion for working with children and fostering young voices                       | E                               |
| Good communication skills, the ability to liaise with a wide range of people.        | E                               |
| A good working knowledge of current IT, as well as music notation software.          | E                               |
| Knowledge of safeguarding protocols within the Catholic Church of England and Wales. | E                               |
| A valid UK driving license                                                           | E                               |
| <b>Experience</b>                                                                    |                                 |
| Experience of working with choirs within a secular or sacred setting.                | E                               |
| Experience of directing and encouraging young singers.                               | E                               |
| Experience of planning and directing music within a liturgical setting.              | D                               |
| Experience of working in a classroom environment.                                    | D                               |
| <b>Other Requirements</b>                                                            |                                 |
| Friendly and approachable manner.                                                    | E                               |
| A team player and a willingness to continue professional development.                | E                               |
| The ability to work flexibly.                                                        | E                               |

