

Job Title:	Choral Director
Reporting to:	Director of the Schools Singing Programme
Responsible for:	n/a
Location	Metropolitan Cathedral of Christ the King, Mount Pleasant, Liverpool, L3 5TQ

Mission Statement

“Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation.”

Job Summary

To develop music in the Archdiocese of Liverpool, through leadership of singing in schools, parishes and the cathedral.

Main Duties and Responsibilities

1. To visit partner institutions to lead high quality choral singing sessions.
2. Identify and organise performance opportunities and projects for partner institutions to participate in.
3. Direct regional after-school choirs, who will rehearse weekly and sing at parish liturgies, concerts etc.
4. Identify, recruit, develop and maintain relationships with partner institutions throughout the archdiocese who may benefit from membership of the singing programme.
5. Provide leadership for 2-3 responsibility areas within the music department, in line with your skills and interests, but subject to the operational requirements of the department.
6. Contribute to the musical life of Liverpool Metropolitan Cathedral.
7. Provide continued professional development in singing leadership to staff in partner institutions.

General

1. Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
2. At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.
3. To undertake such other duties as may reasonably be required of you that are commensurate with your level of responsibility and experience.

Confidentiality

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Protection

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, is not communicated to unauthorised individuals.

Safeguarding

The post holder, during the execution of this role, is likely to come into regular contact with children and vulnerable adults. At the date of issue, this role, having been assessed by the Archdiocesan Safeguarding Section, has been deemed to require a Disclosure and Barring Service check.

Health and Safety

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

Display Screen Equipment Users

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does require the job holder to habitually use DSE as part of their normal work and therefore is classed as a Display Screen Equipment User.

Voluntary Duties:

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature and must be undertaken outside of your contractual working hours, as they do not form part of your employment with the Archdiocese.

General Clause:

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.

<p>Signed by Employee: Date:</p> <p>Print Name:</p>

<p>Signed by Line Manager: Date:</p> <p>Print Name:</p>

Qualifications	Essential
	- Educated to degree level or equivalent standard with a high degree of musical accomplishment and knowledge
	Desirable
	- Postgraduate qualification in music or education
	- Qualified Teacher status
Experience	Essential
	- Experience of and ability to provide musical excellence in choral teaching and performance with children of all ages
	Desirable
	- Experience of primary music education
	- Experience of leading music in liturgies
Skills and Knowledge	Essential
	- Developed skills as a musician, able to draw from singers committed, musical and responsive performances through rehearsal, pedagogical and conducting methods
	- Good keyboard skills, capable of accompanying singing from piano
	- Strong communication and IT skills
	- Understanding and experiences of safeguarding responsibilities and best practice
	Desirable
- Awareness and knowledge of the <i>Model Music Curriculum</i> (2021) and the <i>National Plan for Music Education</i> (2022)	
Personal Attributes	Essential
	- Ability to plan and prioritise work, and work on own initiative
	- Ability to respond flexibly and resiliently to manage competing demands and work independently to deadlines
	- Passion for music education and the transformative role that singing plays
	- In sympathy with the vision, values, and ethos of the Catholic Church
	Desirable
- Full UK driving licence	