

Job Title:	Choir Chaperone
Reporting to:	Director of Music
Location	Metropolitan Cathedral of Christ the King, Mount Pleasant, Liverpool, L3 5TQ & other locations across the archdiocese

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 support the Director of Music and wider Music department in their work by supervising choristers and other singers under 18 in the cathedral choir, and schools singing programme area choirs, ensuring their safety and wellbeing whilst in the care of the Music Department. Chaperones will be assisted in their duties on some occasions by volunteer assistant chaperones and junior chaperones.

Main Duties and Responsibilities

1. To chaperone the Choristers'/ young singers at rehearsals/ performances as required, working alongside music department staff to provide pastoral care, creating a safe and secure environment for them at all times whilst in the care of the music department.
2. To chaperone the choristers' / young singers' transit, eg from the choir schools to the cathedral on weekdays.
3. To supervise and support the choristers' / young singers at all times when they are in the care of the music department (whether at the cathedral or elsewhere), ensuring they are ready to follow timetables issued by music staff.
4. To supervise the drop off, collection of choristers/ young people before and after rehearsals, services etc.
5. To ensure maintenance and laundering of cassocks/surplices as required.
6. To ensure that the choristers' games room is kept neat and tidy and free from rubbish.
7. To complete a register at rehearsals and events on and off site, providing a brief written report after every rehearsal.
8. To liaise with Cathedral music staff as required with regards to pastoral matters affecting the Choristers and young singers in our care, making a clear written record of any concerns for submission in a timely manner.
9. To act as a first point of contact with parents/ guardians of choristers / young singers while on duty, particularly relating to absence, lateness or illness.
10. To understand and comply with the Music Departments obligations with regards to the relevant safeguarding policy and procedures and those of the Archdiocese of Liverpool.
11. To report any matters of concern to the Archdiocese Safeguarding Department as soon as they arise.

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 not require the job holder to habitually use DSE as part of their normal work and therefore is not 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.

Signed by Employee: **Date:**

Print Name:

Signed by Line Manager: **Date:**

Print Name:

Qualifications	Essential	Assessment Method
	First Aid qualifications, or willingness to attain them Approval as a local authority chaperone, or willingness to train for it	
	Desirable	
	n/a	
Experience	Essential	
	Experience of working safely with groups of young people (paid or voluntary capacity)	
	Desirable	
	Teaching or classroom experience Experience of working alongside children in a church/ cathedral environment	
Skills and Knowledge	Essential	
	Proven ability to work well with young people. Strong communicator (verbally and written) Highly organised with a proven ability to prioritise tasks. To be a team player with the ability to develop effective working relationships with cathedral staff, schools, parents, volunteers. Ability to work unsupervised and use own initiative.	
	Desirable	
	n/a	
Personal Attributes	Essential	
	Aptitude and enthusiasm for working with and providing care for children Friendly, approachable with a good sense of humour Flexible and adaptable approach to work tasks, able to deal with unexpected situations and respond calmly Patient and empathetic A strong desire to help and assist people Willingness to attend safeguarding, first aid training and other training as required	
	Desirable	
	A genuine enthusiasm for our choirs and their work A sympathy with the ethos and mission of the Roman Catholic Church	

