

# ORGAN TEACHER

RCMJD Junior Department

Job reference number: 707-23

## Applicant Information Pack

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### Closing date

Thursday 29 June 2023

### Interview date

Friday 7 July 2023

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## Job Description

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<b>Job title</b>	Organ teacher
<b>Department</b>	Junior Department
<b>Hours of work</b>	Part time (7 hours on Saturdays during term-time only)
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Head of Junior Programmes
<b>Liases with</b>	<b>Internal</b> Head of Junior Programmes; Assistant Head of Junior Programmes; RCMJD Administrator; Performance Manager & Administrative Coordinator; Permanent Junior Department Teachers  <b>External</b> RCMJD Parents and pupils
<b>Job overview</b>	<p>The Royal College of Music Junior Department (RCMJD) is a specialist term-time only Saturday school offering advanced training to musicians between the ages of 8 and 18. Students combine studying at RCMJD with their general education at their chosen week-day school. Students come together at the RCM London each Saturday for a tailor-made programme of individual instrument/voice/composition lessons, chamber music, orchestral and choral training, and general musicianship. Our staff are professional performers/composers as well as teachers and offer the highest standards of tuition and coaching. Most RCMJD students continue their musical studies at the RCM or other major conservatoires/universities.</p> <p>We are seeking to appoint an experienced organ teacher and choral accompanist to join our expanding RCMJD organ faculty.</p>

### Key Responsibilities

Successful candidates will be expected to:

- Teach individual first study lessons to pupils ages 8 - 18
- Manage the administrative tasks required by the RCMJD e.g. keeping registers up to date
- Assess, record and report as required on the development, progress and attainment of pupils
- Prepare pupils for RCMJD assessments, concerts and competitions (as appropriate)
- Be aware of the concert schedule of the RCMJD
- Contribute to the RCMJD's Chamber Music programme (if applicable)
- Adhere to health and safety standards and work in line with Child Protection legislation
- Undertake Level 1 Safeguarding training once every three years (either online or through in-house training)
- Maintain effective channels of communication with the RCMJD office via email and telephone
- Promote the general progress and physical/emotional wellbeing of all RCMJD pupils

### Special Factors

Any appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
<b>Qualifications</b>	Widely recognised and highly respected practitioner, either as a performer or teacher	Essential	AF
	Music degree (or equivalent)	Essential	AF
	Teaching diploma or relevant teaching qualification	Desirable	AF
<b>Experience</b>	Relevant experience of teaching gifted and talented students aged 8 -18. Experience working with very young children is applicable to one of the posts on offer.	Essential	AF, INT, ST
	Experience of teaching in a specialist music school or nationally recognised musical organisation (e.g. NYCGB, NCO etc)	Desirable	AF
<b>Personal Attributes</b>	Able to teach to an exceptionally high level of technical and musical proficiency	Essential	AF, INT, ST
	Able to communicate effectively with pupils, parents and colleagues both verbally and in writing	Essential	AF, INT
	Able to work unsupervised and use initiative	Essential	AF, INT
	Well organised and self-motivated	Essential	AF, INT
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life	Essential	AF/INT

AF = Application Form    INT = Interview    ST = Selection Test

The duties and responsibilities assigned to the post may be amended by the Head of Junior Programmes within the scope and level of the post.

## Terms & Conditions

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<b>Availability</b>	Successful candidates should be available to teach from September 2023
<b>Contract type</b>	Permanent
<b>Hours of work</b>	<p>RCMJD operates on Saturdays during term-time only.</p> <p>JD teachers are offered a minimum of 5 to 7 hours each term time Saturday (depending on scheduling and timetable considerations within each academic year).</p>
<b>Rate of pay</b>	<p>The current rate of pay for Junior Department teachers is £40.27 per hour.</p> <p>JD teachers are paid through the RCM payroll.</p>
<b>Work permit</b>	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role for which the RCM will act as a sponsor for a visa application.
<b>DBS check</b>	Any appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce). The cost of the DBS check will be met by the RCM.
<b>Probation</b>	The post has a twelve months' probationary period.
<b>Notice period</b>	The appointment will be subject to termination by not less than one term's notice. Notice during probation will be one month's notice by either party.
<b>Pension</b>	The National Employment Savings Trust (NEST) is available for all junior department teachers, regardless of earnings. Employment with the Royal College of Music is automatically pensionable, and teachers are enrolled in the scheme if they meet minimum criteria, unless they elect not to join the scheme. Employees electing not to join NEST may apply to join at a later date, but this will be at the discretion of NEST and is not guaranteed. Details of the scheme are available from the NEST website: <a href="http://www.nestpensions.org.uk">http://www.nestpensions.org.uk</a> . Employer contributions are paid for members of NEST but are not made available for personal pension plans.

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## Staff Benefits

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<b>Events</b>	There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.
<b>Eye tests &amp; hearing tests</b>	The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.
<b>Employee Assistance Programme</b>	All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.
<b>Professional Development</b>	The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

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## About Us

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<b>The College</b>	Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 50 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and animateurs. The RCM was named top institution for performing arts in the world in the 2023 QS World University Rankings.
<b>Staff</b>	The College has over two hundred members of professorial (teaching) staff and over one hundred teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.
<b>Location</b>	The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

**Junior Department** The Royal College of Music Junior Department (RCMJJD) is a specialist term-time only Saturday school offering advanced training to musicians between the ages of 8 and 18. Students combine studying at RCMJD with their general education at their chosen week-day school. Students come together at the RCM London each Saturday for a tailor-made programme of individual instrument/voice/composition lessons, chamber music, orchestral and choral training, and general musicianship. Our staff are professional performers/composers as well as teachers and offer the highest standards of tuition and coaching. Most RCMJD students continue their musical studies at the RCM or other major conservatoires/universities.

More information about the RCMJD is available to the [RCM website](#)

## How to Apply

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To apply, please complete our **1) Application form** and **2) Equal Opportunities form**, available to download from the [RCM website](#), and submit in PDF or Word format to [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk)

Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.

**Closing date**                      **9am Thursday 30 June 2023**

Applications received after the stated closing date will not be considered.

**Interview date**                    **Friday 7 July 2023**

Shortlisted candidates will be notified in due course. Unfortunately, we will not be able to accommodate any alternative interview dates. Candidates will be observed teaching a JD student for 15 minutes as part of the selection process.

If you have any questions about this position or the application process please contact a member of the recruitment team on; [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk). If you need to receive this documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.



The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

Miranda Francis

Head of Junior Programmes

May 2023