



SOUTHWARK CATHEDRAL

JOB DESCRIPTION

Job Title: Cathedral Choir Chaperones

Salary: £10.20 per hour

Hours of work: A team of choir Chaperones is needed to cover a total of at least 16 hours per week during term time. One of the team will have additional responsibilities for drawing up the Chaperones' rota. The normal pattern is 4.00pm - 6.15pm on weekdays excluding Wednesdays, and 9.15am - 4.15pm on Sundays. Chaperones should be able to commit to at least one regular weekly time-slot and one regular monthly Sunday time slot. Some flexibility may be required for special events arranged off-site and there are additional times when the choir is on duty at the major Church feasts (e.g. Christmas, Easter). A break may be taken between 2.00 and 2.30pm on Sundays.

Overview

The Cathedral has a fine musical tradition. The Music Department staff consists of Organist and Director of Music, the Sub-organist and Director of Girls choir and the Organ Scholar who are responsible for the boys' and girls' choirs. The boys' choir (usually numbering 25 boys drawn from local day schools) normally sing at the Choral Eucharist on Sundays at 11.00am, and at Choral Evensong on Sundays at 3.00pm and on Tuesdays at 5.30pm. The girls' choir (numbering 28 girls) normally sing at Choral Evensong on Mondays and alternate Thursdays at 5.30pm and on Sundays once a term. In addition to this regular pattern, there are a number of special services throughout the year at which one, or both, of the choirs sing as well as additional services at Christmas and in Holy Week and at Easter.

Both choirs are joined by professional lay clerks and choral scholars for most services.

Context

The Cathedral is looking to recruit a team of Choir Chaperones to support the music department staff in their work with the choirs and to provide supervision of choristers and be responsible for their safety before, during and after rehearsals and services. Choir chaperones will be the chief point of contact for choir parents and will take charge of the children in breaks between rehearsals and services especially on Sundays when there is lunch for the choirs and a period of recreation before the rehearsal for Choral Evensong. The Choir Chaperones will remain on site until the last chorister has left the site after each service or rehearsal.

The post reports to the Director of Music.

Principal Tasks

- Be the first point of contact for choir parents while on duty, including contacting parents of choristers who have not turned up when expected, and liaising with parents where necessary when arrangements for collecting choristers from the Cathedral change.
- Be on hand to support choristers in the event of any unforeseen circumstance, contacting parents or guardians as appropriate.

- Supervise the choristers before and after rehearsals and services and ensure that they are ready to rehearse and are robed and in place at the appropriate time before each service.
- Escort choristers to the lavatory as and when needed – this may be during rehearsals or services.
- On Sundays, help supervise the choristers during the choir lunch and the boys' football activity as well as supervising any other choir activities and engaging with choristers prior to rehearsal.
- Accompany and supervise choristers when they are singing off-site at other venues.

PERSON SPECIFICATION

Essential

- In sympathy with the aims and objectives of the Christian Church and the Anglican tradition
- Adherence to and awareness of Diocesan safeguarding policies – A Safe Church
- Experience of working with groups of young people
- Friendly approachable, with a good sense of humour
- Able to relate well to and communicate clearly with young people between the ages of 7 and 17 and their parents
- Flexible and able to deal with unexpected situations and respond calmly
- A genuine interest in the Cathedral's Choirs and their work
- To be physically fit, able to use stairs as the choir moves from one building to another
- A team player
- Maintain confidentiality at all times
- Will be required to undertake or have basic first aid training
- Those appointed as Choir Chaperones will need to undertake safeguarding training before commencing work.
- This post is subject to receiving a satisfactory enhanced Disclosure and Barring Check

Desirable

- Some understanding of the pattern and format of Church of England worship.
- Experience of drawing up rotas would be an advantage for the candidate looking to take on that responsibility but not for the other chaperones. If you have this skill, please highlight it in your application.