



Job Description

Job Title:	Singing Teacher
Department:	LIPA 4:19
Salary:	£22.34 p.h. (inclusive of holiday pay)
Responsible to:	LIPA 4:19 Programme Leader
Date Amended:	August 2007

A Job Purpose

To provide the LIPA 4:19 with leading edge expertise in the area of singing and training youth to required standards, preparing them for productions and performances.

B Major Tasks:

1. Deliver teaching sessions to students of different ages (between 7-19 years).
2. Where necessary to offer individual coaching and advice to students in the area of singing.
3. To prepare songs and musical theatre pieces for end of year productions.
4. To prepare student reports and meet with student's parents over their progress.
5. Duties common to all LIPA staff.

Major Task 1 Deliver Teaching Sessions

- Prepare sessions to ensure a wide, exciting variety of singing teaching for students at LIPA 4:19
- Follow the LIPA 4:19 curriculum
- Arrange song and musical theatre pieces, directing students as appropriate
- Correct singing technique, including breath control
- Provide song interpretation and presentation skills

Major Task 2 Individual Coaching and Advice

- Coach individual students in breath control.
- Provide advice on vocal technique, anatomy, diction and placement.
- Coach on pitch and harmony.

Major Task 3 Preparation of Song and Musical theatre pieces for end of year productions

- Select appropriate music according to student capability.
- Arrange pieces for professional productions.
- Support acting and dance tutors in terms of bringing musical and vocal awareness to the other disciplines.
- Work with other staff to co-ordinate the term productions in terms of presentation, administrative/operational requirements.
- Co-ordinate the singing students during productions.

Major Task 4 Prepare Student Reports

- Adequately prepare for student reports, ensuring attention is given to individual student progress throughout their time with the LIPA Youth Academy.
- Collate information and provide individual student reports at specified times in the LIPA term.

Major Task 5 Common Duties

- Works flexibly including contributing to Institute work projects of a general nature and providing cover for other staff.
- Participates in staff appraisals and training programmes as required.
- Carries out duties at all times with due regard to Equal Opportunities, Health and Safety and other Institute policies as agreed and revised from time to time.

NOTES:

The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult of detailed definition, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement, with the person concerned, and will be recorded on the individual's job description. If however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

LOCATION:

The job is initially located on the Institute's main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within his / her competence, such jobs being in his/her present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

HOURS:

Sunday or Saturday session - normally 3 hrs

The actual teaching session will be 3 hrs long , on Saturday or Sundays (although you will be expected to arrive in good time to collect or register your classes). The Sunday session is expected to run from 9.30am-1pm.

Possibly Saturday cover work available.

Please state your availability on your application form.

Periodically team meetings may need to be held in order to plan and inform staff working on the Programme. In these instances we will ensure you receive payment for your attendance at an appropriate rate.

LIPA

Person Specification for the post of Singing Teacher (LIPA 4:19)

	(E) = Essential (D) = Desirable	To be identified by:
Education/Qualifications:		
Formal singing qualification from a recognised institution	D	Application Form
Experience / Knowledge:		
Professional Singing Experience	E	Application Form
Experience and understanding of a large variety of musical genres, including musical theatre, pop, jazz, rock and classical	E	Interview
Experience of creating vocal arrangements including harmony	D	Application Form/Interview
Musical Theatre experience	D	Application Form/Interview
Experience of working with young people in a teaching environment	E	Application Form/Interview
Skills & Ability:		
Innovative, creative and adaptable	E	Interview
Ability to work well in a team	E	Interview
Enjoy working with young people	E	Interview
Able to play the piano	D	Application Form
Commitment:		
To the Institute's Equal Opportunities policies and practice	E	Interview
To the provision of a high level of service to the customers of the Institute	E	As above
Enthusiasm and flexibility	E	As above