



Croydon  
**Minster**

**Singing Development Leader**

# About this role

Croydon Minster is launching Croydon Sings! a children's singing programme that offers enhanced singing support to state primary school children in Croydon who have little or no access to music.

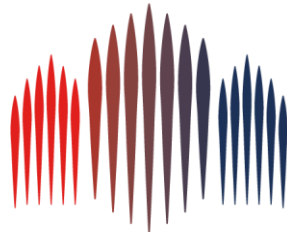
The singing programme will involve 10 weekly school visits per term. Additionally, the programme will involve both implicit and explicit CPD elements for teachers involved in the programme to promote sustainability of high-quality singing leadership in local schools.

The programme will be devised and developed in co-ordination with the Minster music staff and the weekly sessions and concert days will be delivered by the Animateur.

At the Minster the Singing Development leader will provide vocal tuition to the choristers, choral scholars, and adults. Working with the Director of Music, they will ensure a high standard of vocal technique and understanding amongst the choirs.

This role is particularly suited to a singer who wants to work as part of an ambitious music department in an increasingly busy Minster church. We expect our applicants to be hard-working and enthusiastic.

If you would like an informal conversation about this role, please be in touch with Justin Miller, Director of Music ([j.miller@croydonminster.org](mailto:j.miller@croydonminster.org) / 07513 062974).



CATHEDRAL  
MUSIC TRUST

This post has been funded by the Cathedral Music Trust



## The Music Department and Minster Choirs

### Personnel

Justin Miller has been Director of Music since February 2022, alongside his post as Director of Choral Music at Whitgift School. He is responsible for overseeing all aspects of the musical life of the Minster.

The Music Department also includes an Assistant Director of Music (Sophie Garbisu), Singing Development Leader, two Graduate Music Assistants, and a Verger/Administrator (Denise Mead). There is a team of volunteer choir chaperones who assist with the supervision of Choristers. The Minster Music Department is also supported by Mr Martin How MBE who is the Minster's *Organist Laureate*.

### Weekly timetable for the SDL at the Minster

#### Tuesday

4:30pm-  
5:30pm

Warm-ups and individual lessons with boy choristers

#### Wednesday

4:30pm-  
5:30pm

Warm-ups and individual lessons with girl choristers

#### Thursday

4:30pm-  
7:30pm

Warm-ups and individual lessons with boy choristers and lower voices

#### Friday

4:30pm-  
5:30pm

Warm-ups and individual lessons with girl choristers



## The Minster Choir

The Choral Foundation of Croydon Minster includes boys and girl choristers, as well as teenage and adult singers who maintains a schedule of four choral services per week during term time.

The independent lines of boy and girl choristers sing for the majority of the Minster choral services. The boy choristers (aged from 7 to 13) and girl choristers (aged 7 to 16) have complete parity. Whilst we do have two official choir schools (Whitgift School for boy choristers and Old Palace School for girl choristers), about half of the boys and girls are recruited from a number of different schools from across the local area. We currently have 23 boys and 26 girls in the Minster Choir.

The lower voices of the choir are made up of four constituent parts: dedicated and talented volunteers, some of whom are professional musicians; Graduate Music Assistants from Whitgift School; junior choral scholars (teenagers who were formerly choristers); and four paid section leaders. The full foundation comprises some 90 singers.

The Minster Consort is made up of volunteer sopranos who join together with the lower voices to sing on occasions when the choristers are having time off. The Consort has a wider and more ambitious repertoire and tends to sing for services outside the ordinary weekly pattern.

The Minster Choir regularly sings large-scale choral works with orchestra in concerts (e.g. Brahms *Ein Deutsches Requiem*, Mozart *Requiem* and Jonathan Dove *For an Unknown Soldier*). The Whitgift Minster Choristers have undertaken choir trips to Germany (2015) and Paris (2016), whilst the Minster Girls' Choir has enjoyed a cathedral residency at Wells Cathedral in 2016. The choirs have broadcast on national radio and television, including a live broadcast of Choral Evensong on BBC Radio 3 in 2018 and a live broadcast of Midnight Mass in BBC One in 2019.

A live broadcast of *Sunday Morning Worship* on BBC Radio 4 and a recorded BBC Radio 3 *Choral Evensong* were unfortunately cancelled due to the pandemic, and it is hoped that these will be rescheduled. The Minster Choirs also regularly perform at major civic events such as Croydon's annual Act of Remembrance at Fairfield Halls and the annual Town Carol Service, and in 2020 they sang for John Rutter and the RPO at the Royal Albert Hall.

# Job Description

## RESPONSIBILITIES

### **At Croydon Minster**

- Providing one-to-one vocal tuition for singers in the Minster choral foundation.
- Leading thorough warm ups before rehearsals and services with the choristers. Communicating regularly with the Director of Music about potential vocal issues.

### **Croydon Sings!**

- Implementation of the content of *Croydon Sings!* in participating schools, helping pupils and teachers to engage with music through singing and to enjoy music with which they may not be familiar;
- Working closely with the Director of Music to make decisions on repertoire, programme structure and logistical issues;
- Planning and delivery of weekly singing sessions in participating schools which will likely include a combination of whole school singing workshops, class or year group singing, school choirs, teacher one-to-one CPD time. This will involve up to two hours in each participating school (4-5);
- Ensuring self-evaluation of teaching and learning methods, to develop best practice;
- Developing and nurturing relationships with schools/pupils/teachers/senior leadership;
- Directing the end-of-term concerts at the Minster for participating schools;
- Delivery of a CPD programme for nominated school staff teachers jointly with the Director of Music;
- Increasing the skills and confidence of teachers to deliver regular, quality singing within their schools;
- Offering support, advice and expertise to all participating teachers where appropriate;
- Maintaining regular communication with the Director of Music, keeping them updated on key information;
- Ensuring the highest standards of professional performance are maintained.





## Safeguarding

The Singing Development Leader will support the Director of Music in his responsibility for the welfare, good conduct, discipline and safety being of all choir members. They will be expected to:

- Understand fully and work within the Minster's Safeguarding protocols;
- Attend training sessions as required;
- Maintain a safe learning environment for children and young people at all times;
- Report immediately any issues arising that may threaten the safety and welfare of children and young people in the charge of the Minster.

*The job description is an operational document that does not form part of the contract of employment. It may be that from time to time the Singing Development Leader is asked to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties. Croydon Minster reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.*

# Person Specification

Essential	Desirable
<p>You will be a team player with good interpersonal skills, an enthusiastic and positive approach, who is self-motivated and able to work independently when required;</p> <p>You will be a talented musician in sympathy with the worship, ministry and ethos of Croydon Minster, who aspires to excellence;</p> <p>You will be an excellent singer with proven experience of directing and coaching children in choral practice;</p> <p>You will bring knowledge of diverse musical and choral styles, plus a demonstrable ability to teach those styles in an engaging way using a range of methods;</p> <p>You understand how music education can contribute to improving pupils' learning, motivation and attainment more widely in school;</p> <p>An engaging communicator who is patient and compassionate;</p> <p>A reflective and self-motivated practitioner;</p> <p>Experience of leading children's singing workshops, directing children's choirs, and choosing choral repertoire for children's voices;</p> <p>A commitment to Equal Opportunities and the effective safeguarding of Children &amp; Young People;</p> <p>An Enhanced DBS certificate;</p> <p>A diploma in music performance or other appropriate qualification/experience.</p> <p>Sufficient ability as an accompanist to be able to take rehearsals without the support of a rehearsal pianist</p>	<p>A communicant member of the Church of England or other Christian denomination;</p> <p>Familiarity with the National Curriculum and the Model Music Curriculum;</p> <p>SEN experience;</p> <p>Experience working with different age groups, spanning Years 1-6;</p> <p>Interest in a broad range of musical genres including classical, pop, musical theatre, gospel;</p> <p>Basic arranging and keyboard skills</p>



# How to Apply

## To apply for this position, please send the following:

- A brief **covering letter** (not more than two sides of A4) saying how your skills and experience match the requirements of the post;
- An **CV**, containing education and musical and professional qualifications and full employment history;
- The application form also requires the name, telephone number, postal address and e-mail address of two referees, including a musician of professional standing and your current employer. Referees will only be contacted if you are short-listed for the post.
- Your contact details including daytime and evening telephone numbers.

For an informal conversation about the role, please contact the Director of Music, Justin Miller, on 07513 062974 or [j.miller@croydonminster.org](mailto:j.miller@croydonminster.org)

Applications should be sent to:

by email to:

[office@croydonminster.org](mailto:office@croydonminster.org)

by post to:

Denise Mead  
Verger and Music Department Administrator  
Croydon Minster  
Church Street  
Croydon  
CR0 1RN

The closing date for applications is **9.00am** on 15 June 2022.

## Interview Process

Interviews and auditions for shortlisted candidates will take place in Croydon on 23 June 2022.

Shortlisted applicants will be asked to lead warm-ups with the choristers and teach a singing lesson.

**Full details of this process will be provided to short-listed candidates nearer the time.**



# Terms and Conditions

The employment runs from 1<sup>st</sup> September 2022 to 20<sup>th</sup> July 2023. The Singing Development Leader will work an average of 15 hours per week. As is inevitably the case with positions of this kind, the workload is heavier than this at some times and considerably lighter at others and flexibility with working hours will be required.

The salary is £15,000 *pro rata* per annum. No accommodation is offered with the role.

Outside of term time, the Singing Development Leader is entitled to 25 days per year plus statutory holidays (or days in lieu if these fall on days when the Minster Choir is in residence, e.g. Christmas Day). Most of this entitlement should be taken during choir holidays.

The Minster participates in the Church Worker's Pension Fund and the successful candidate will be entitled to enrol in this scheme.

Offer of the position will be subject to the completion of an 'Enhanced with barred lists' DBS disclosure and the agreement to abide by Croydon Minster's Safeguarding Policy.



*All information correct at the time of printing*  
0208 688 8104 | [www.croydonminster.org](http://www.croydonminster.org)  
Croydon Minster, Church Street, Croydon, CR0 1RN