

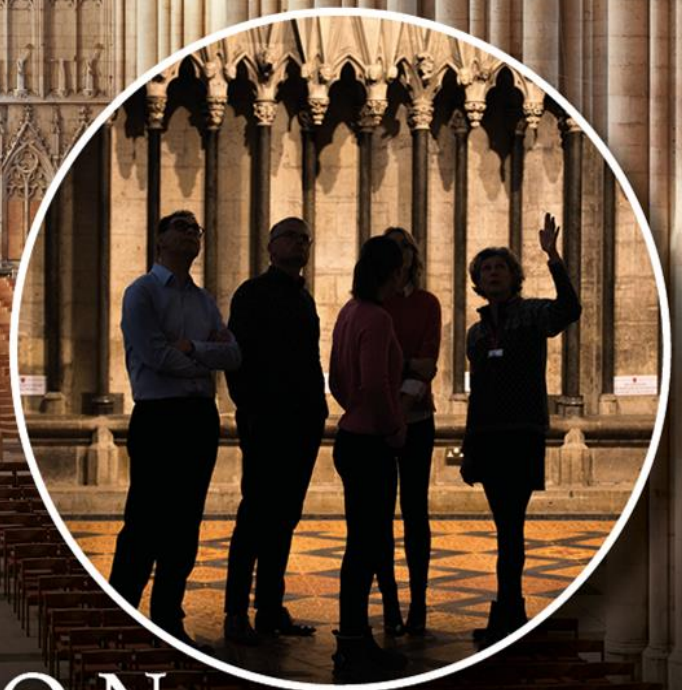


YORK
MINSTER

Schools Singing

Lead

APPLICATION
PACK



YORKMINSTER.ORG



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ABOUT YORK MINSTER



Introduction to working at York Minster

York Minster means so many different things to so many people! Everyone who joins our team is amazed at the range of skills needed here and the friendliness of the clergy, staff and volunteers. One recent new starter commented on how relaxed and unstuffy we are. We are a world of contrasts from the spectacle of a Royal visit through to the one to one pastoral care given to a grieving visitor. We calmly offer a daily cycle of services whilst also opening our doors to sightseers, concert goers and local people just wanting to catch their breath in a busy world.

We are the seat of the Archbishop of York, the Cathedral and the Metropolitan Church of St Peter in York – York Minster as it is better known – is the mother church of the Northern Province and the Cathedral for the Diocese of York. It is a centre for Christian life in the North of England. York Minster has been a place of prayer and pilgrimage for over 1,400 years and worship is still at the heart of our life. York Minster's Choir of adult Vicars Choral and boy and girl choristers is world renowned. The Choir's mastery of the English choral tradition is one of the Minster's crowning glories. Staff describe a 'tingle down the spine' as you hear voices soaring to the rafters or the majestic roar of the organ.

The Minster itself is a gothic masterpiece in stone and stained glass, a magnet that draws people to visit the City of York and a defining symbol of the ancient "capital of the North". Even long serving staff describe literally stopping in their tracks at times as the sun illuminates the intricate stained glass or spotlights the stonework. Each year around 650,000 people from all over the world come to explore the Minster, and visitor surveys find a high level of satisfaction from their experience. It is one of the centres of York's lively cultural and intellectual life, hosting many concerts, lectures and exhibitions.

The Stoneyard's craftsmen and women are immensely skilled and knowledgeable about both the church building and the Precinct Properties; a fine Library is run in partnership with the University of York; there are two cathedral shops and a team of staff and volunteers who manage the floor of the Minster and work to ensure that all our visitors receive a warm welcome.

York Minster is more than 800 years-old and its gothic architecture is subject to a complex and ongoing cycle of repair, restoration and conservation. Whilst the York Minster Fund provides some financial security, the Minster relies on funds raised from visitors to ensure that the building is properly maintained. It receives no regular income from the Government.



MISSION STATEMENT



We don't ask staff whether they have a personal faith or not. All we ask is that you respect our mission and feel aligned to our values:

Our Mission Statement

Living Christ's Story through our prayer, hospitality, service and stewardship.

Our Values

- **Trust**
- **Wisdom**
- **Courage**
- **Humility**

Organisation, Management and Governance

The Minster is governed by the Chapter, chaired by the Dean and comprising executive members - Residentiary Canons - and non-executive members, Lay Canons. The day-to-day operation of the Minster is overseen by the Senior Executive Team comprising both lay professional staff and the residentiary clergy.

York Minster has completed registration with the Charity Commission in line with the Cathedral Measure 2021 and is now under the joint regulation of the Charity Commission and the Church Commissioners.

The Minster receives no regular income from the Government or the Church of England (less the stipends of three clergy), and relies on monies raised from visitors to ensure that the building can be properly maintained for future generations.

Schools Singing Lead

35 hours per week

£30,000 per annum

York Minster is looking for a dynamic individual with a passion for bringing music into the classroom and providing pupils with a foundation in singing and musicianship. The School Singing Lead will join The National School Singing Programme, a network of vibrant music teachers from all over the country delivering a world-class musical education to children attending Anglican state schools.

The successful candidate will draw on the resources of York Minster to give pupils an opportunity to sing a variety of church and secular music, to gain confidence and new experiences by performing at the cathedral. The successful candidate will mainly work in participating schools as part of the normal school day and will be expected to be able to work with a variety of key stages. The Schools Singing Lead will also support the Music and Liturgy Department in chorister recruitment and in directing the St. Williams Singers (Minster Choir Alumni) at key services during the year.

Completed forms should arrive no later than **noon on Monday 2 October 2023**. Interviews will take place on **Thursday 12 October 2023**.

Please note this role requires a Disclosure and Barring Service (DBS) check at enhanced level.

JOB DESCRIPTION



Job Title:	Schools Singing Lead
Department:	Learning and Participation
Reporting to:	Head of Events and Participation
Managing:	N/A
Core Purpose:	<p>To deliver a curriculum of music participation at schools in the Yorkshire Diocese in line with the National School Singing Programme (NSSP) on behalf of York Minster.</p> <p>The NSSP initiative takes inspiration from the model developed by the Diocese of Leeds in 2003. At York Minster the NSSP Schools Singing Lead will deliver a world-class musical education to children attending Anglican state schools.</p> <p>The School Singing Lead will deliver weekly sessions that take place during the normal school day. The sessions will be tailored to suit each class and year group. They will include music for school liturgies blended with interactive music education games and secular repertoire. Classes support the national curriculum and enhance educational attainment and progression, which in turn supports a favourable Ofsted assessment.</p> <p>Children will gain musical confidence and knowledge and will be provided with opportunity to perform at York Minster regularly during their involvement with the programme. The School Singing Lead will direct a programme of liturgical music at the cathedral performed by participating schools.</p>
Accountabilities	<p>Project Delivery</p> <ul style="list-style-type: none">• Working with key partner schools in the York Diocese to deliver a curriculum framed by the Kodaly method.• Working in both an educational and liturgical setting to lead and conduct children in singing.• Work with the Music and Liturgy Team to integrate the programme fully into the life of York Minster.• Adhering to safeguarding and health and safety requirements of all schools they operate in.• Ensuring the safety of all children, young people, and vulnerable adults by close adherence to and a complete working knowledge of the Cathedral's Safeguarding Policies.• Be able to deliver and support CPD opportunities for teachers as part of any wider music learning strategy for schools in the Yorkshire Diocese.• Maintaining accurate timesheets and able to work with York Minster Bookings Department and schools to coordinate schedules.• Conduct children participating in the NSSP in regular sung services in the cathedral e.g. Midday Eucharist.• Direct the St. Williams Singers; a choir comprising of Minster Choir alumni at key services in the liturgical year e.g. First Eucharist of Christmas and Easter Vigil. <p>Administration:</p> <ul style="list-style-type: none">• Completing end of term reports for schools and funders.• Sourcing music and adapting lesson plans to meet pupil needs.• Responding to email enquiries.

JOB DESCRIPTION



Communication:

- Communicate plans, projects, and ideas both within and beyond the organisation.
- Liaising with other team members within the organisation including the Director of Music, Assistant Organist, the Music and Liturgy Administrator, the Succentor and the Canon Precentor, the Bookings and the Learning Department when relevant.

External Relations:

- Working with the Choir School of York Minster to develop and support existing music participation programmes (eg. Cross Keys Choir, Chorister Recruitment programme).
- Supporting the Music and Liturgy department in chorister recruitment, e. g. Delivering sessions during the chorister experience day.
- Working with external sponsors, charities, and funding bodies to create opportunities for development of the programme.
- Working with and being an advocate and resource for local partner organisations e.g., York Music Hub, Richard Shepherd Music Foundation, National Centre for Early Music, and local primary and secondary schools.
- Supporting the development of St Williams Singers as a means of music participation for older children and teenagers.
- Developing music making opportunities within the life of York Minster to diversify audiences and opportunities.
- Being innovative and opportunistic about creative opportunities and partnerships as they arise.

Personal Development

Undertake training required for your role or agreed as appropriate for future development.

Contribute to supervision and performance management arrangements by your line manager such as 1-1 meetings and interim/full year appraisal (PDR) reviews.

JOB DESCRIPTION



Any Other Duties

This Job Description gives an overview of your responsibilities. It does not form part of your contract of employment and you may be required to undertake other duties that it is reasonable to ask of you given your knowledge, skills, experience and level of training.

Health & Safety

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the organisation on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. You must immediately raise any concerns concerning your health, safety or welfare at work to an appropriate person.

Safeguarding

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Minster. You will be required to understand and follow our policies and procedures including reporting concerns, undertake designated safeguarding training, diligently perform safeguarding duties specific to your role and follow good practice in relation to your own behaviour and conduct.

Equality, Diversity & Inclusion

We are striving to provide a warm and inclusive welcome to our staff, volunteers and visitors. As a values led organisation, we see our legal obligations as a starting point and are on a journey to ensure all our staff can be their authentic selves at work. We expect all staff to support this commitment as we seek to create an environment in which they feel empowered and equipped to challenge any inappropriate language, behaviours or ways of working that they witness.

PERSON SPECIFICATION



REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) DESIRABLE (D)	MEASURED BY: A - Application form I – Interview
Supporting Our Values Respect for the Christian ethos and mission of York Minster Active support for our values of Trust, Wisdom, Courage and Humility	E E	A/I I
Education/Qualifications/Training Courses Educated to degree standard or equivalent. Experience of teaching and music pedagogy in primary and or secondary education or in a community grassroots setting. Proficient in piano. <u>Important Note</u> – we welcome applicants who have equivalent levels of education/qualifications/training or who have followed vocational or alternative routes to gain similar levels of knowledge.	D E E	A A A
Knowledge & Experience A successful track record of effective choral teaching in an educational setting or church context. Experience of working in primary and secondary education delivering music provision. Experience of teaching music using the Kodaly method. Experience of working with children or young people. Excellent IT skills. A track record of working in successful partnerships with a wide range of internal and external bodies. Knowledge of the Liturgical Year and Church Music. Evidence of working compassionately and creatively within a range of contexts and differing backgrounds.	E E E E E E E	A/T A/T A/I A/T I T I/T A/I

PERSON SPECIFICATION



<p>Competencies</p> <p>Able to innovate and develop ideas from their infancy to outcome.</p> <p>Displays a “can do” attitude.</p> <p>A problem solver who can adapt to various situations.</p> <p>Emotional intelligence to be able to work with a variety of stakeholders.</p> <p>Able to work alone and as part of a team.</p> <p>Interpersonal skills and the ability to establish strong professional relationships quickly.</p> <p>Able to think on feet and initiate activity.</p> <p>Able to be an advocate and ambassador for their work.</p> <p>Able to network, review and share with key partners and funders.</p> <p>Highly developed networking, advocacy, oral, written and presentation skills.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I/T</p> <p>I</p> <p>I/T</p> <p>I/T</p> <p>I/T</p> <p>I/T</p> <p>I/T</p> <p>I/T</p> <p>I</p>
<p>Special Features</p> <p>This is a new and exciting post and requires someone who can work as an innovator and self-starter.</p> <p>Valid driver’s licence or willingness to use public transport to attend schools.</p> <p>Ability to work occasional evenings and weekends.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>I/T</p> <p>A</p> <p>A</p>

Salary

The salary for this role is £30,000 per annum, plus contributory pension scheme where applicable.

Working Patterns

The role is 35 hours per week, primarily working Monday to Friday. Some evening and weekend work will be required.

Annual Holidays

The FTE holiday entitlement is 25 days per annum plus 8 public holidays. If a member of staff is required to work on a public holiday, they will be entitled to the equivalent time off on an alternative day, to be agreed with their Line Manager.

Pension Scheme

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the occupational Staff Pension Scheme. The Chapter of York will contribute to a contributory pension scheme with the Church Workers Pension Scheme including Life assurance at three times salary. Employee contributions are 3% and automatic enrolment will be made unless the employee chooses to opt out. The contribution made by The Chapter of York is 10.25%.

Staff Discount

All employees receive a 10% discount on purchases from the York Minster Gift Shop and discounts from various shops and cafes within the vicinity of the Minster Precinct. A Cash Health Plan has been introduced providing lump sums towards dental, physio, optical costs, membership of the PerkBox discount platform, virtual GP access and an EAP.

Parking

Free parking is available subject to availability.



EQUALITY STATEMENT



Chapter aims to provide equality and diversity to all in employment, and aims not to discriminate on grounds of social economic group; gender; race; colour; nationality; ethnic or racial origin; carer responsibilities; sexual orientation; disability; age; appearance; religious or political belief; trade or union activity; or any other conditions, or requirements which cannot be shown to be justified. The same commitment also applies to discrimination based on association with someone who possesses any of these characteristics, and to discrimination based on the perception that someone possesses such a characteristic.

To ensure that Chapter's Equality and Diversity policy is operating effectively (and for no other purpose) we maintain records of employee' and applicants' racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provide the basis of appropriate action to eliminate unlawful direct and indirect discrimination and promote equality and diversity.



HOW TO APPLY



Please complete the Application, Confidential Declaration and Equality & Diversity forms in full that are available as a link on our online Jobs page yorkminster.org/jobs/ and send to:

jobs@yorkminster.org

Completed forms should arrive no later than **noon on Monday 2 October 2023**. Interviews will take place on **Thursday 12 October 2023**.

If you are invited for interview you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, medical clearance and a Disclosure and Barring Service (DBS) check at enhanced level.

