



Role description and person specification

Role Title:	Emerging Leader
Type of activity:	Residential, under 18s
Responsible to:	Deputy Director (Education and Mission Delivery)
Primary contact:	Education Administration Manager
Role purpose:	To develop the post-holder's skills as choral leaders To support the pastoral, practical and recreational aspects of the course
Appointment process:	Submission of application form, including provision of two referees; online interview with members of the Education Team
Role subject to:	Enhanced DBS disclosure; Self Declaration; completion of an RSCM- approved online safeguarding course; acceptance of the Code of Conduct

General responsibilities

- To ensure that you are fully conversant and compliant with the RSCM's safeguarding policy and procedures and implement them in the arrangements you make.
- To ensure that all documentation related to the course is stored securely, according to guidelines supplied by the RSCM. Ensure all confidential material you are given is treated as such and destroyed securely at the end of the course.
- To respond within a reasonable period of time to communication from the RSCM and other course staff, and to give warning of any unavailability to do so at particular times.
- To uphold the good reputation of the RSCM in all communications and public contact, including on social media, bringing any concerns to RSCM Education for action.
- To report to RSCM Education any student who you think would benefit from further study, and in particular for 1:1 lessons. RSCM Education will consult with parents of under-18s about this. It is not permitted for tutors to accept private pupils from among the students on RSCM courses, unless invited so to do by RSCM Education.

Role specific responsibilities

Musical

- to attend rehearsals and other activities as timetabled, observing the work of senior staff and offering input as required
- to prepare and lead portions of rehearsals, services and workshops, as directed by senior staff, and as appropriate to your own experience and stage of development
- to be a vocal leader and behavioural role model, setting an example of high standards of kindness, professionalism and responsibility
- to prepare the repertoire before the start of the course

Pastoral/recreational

- to take a share in being a 'second adult' in rehearsals, lessons and performances
- to support the recreational aspects of the timetable and assist in arranging free time activities
- to undertake any necessary administrative tasks
- to encourage social inclusion amongst the singers, and be alert to any possible issues, reporting these to pastoral staff as appropriate

Person specification

Someone in this role must:

Knowledge/skills

- be an experienced choral singer, who has passed RSCM Gold Award, ABRSM Grade 8 or similar, with extensive experience of singing liturgically in church/chapel choirs to a high level
- have excellent sight-reading skills and good keyboard skills
- have some experience in assisting with the care of young people, ideally in a residential context
- have an instinctive understanding of the basics of safeguarding, and matters relating to health and safety, and an appreciation of their importance
- be able to tell the difference between an urgent issue requiring immediate action and something that can wait until the next break or lull in activity
- understand the limitations of their role, and be able to judge when a question or issue must be escalated

Personal qualities

- be a team player, who is willing to work collaboratively and flexibly to deliver a high-quality, safe and enjoyable course
- be able to work with a wide variety of staff with differing experience and skills
- be mature, responsible, highly organised and aware of the opportunities and challenges involved in working with children and teenagers, and the importance of keeping everyone safe and happy

- be willing to accept musical and pastoral direction from senior members of staff
- be committed both to their own musical development, and to that of the singers with whom they are working
- be able to sustain the work within a busy and complex timetable for the duration of the course, self-managing adequate rest when free within the course
- be in sympathy with the aims and ethos of the RSCM. The RSCM is an educational charity committed to promoting the study, practice and improvement of music in Christian worship.

The RSCM will provide:

- online training prior to the course (attendance is a condition of the role)
- a set of repertoire (on loan) to enable preparation before the course
- detailed information and instructions prior to the course, and the opportunity to discuss any queries or concerns
- support by phone and email during the course, including a number available 24/7 to report any safeguarding concerns not already addressed
- appropriate opportunities for rest and relaxation built into the timetable
- the opportunity to feed back after the course
- a detailed personal report and ongoing support from the RSCM team for the following academic year