



APPLICATION PACK

MUSIC DEPARTMENT: CHORISTER CHAPERONE PETERBOROUGH CATHEDRAL



APPOINTMENT OF CHORISTER CHAPERONE, PART-TIME

INTRODUCTION

The Chapter of Peterborough Cathedral is seeking to appoint to the role of Chorister Chaperone to assist the Music Department team in their work with the choirs and to provide support to, and supervision of, the cathedral's choristers. This part-time position is available from 1st February 2021 or as soon as possible thereafter.

Chapter regards worship, ministry and mission as the key priorities of the Cathedral, and the Cathedral Choir is integral to its aims. Chapter is committed to fostering a high standard of music-making within worship and ensuring that the choral music inspires worshippers. Projects such as concerts, tours, broadcasts and recordings are also highly valued as opportunities to develop the professional standing and standards of the Cathedral Choir and to make the wider public aware of the Cathedral's worship, ministry and mission.

The post of Chorister Chaperone provides a significant opportunity to have a substantial and long-lasting positive impact on the musical and pastoral life of the Cathedral Choir. Chapter is looking for a person capable of setting high standards of behaviour and manners, responding calmly, swiftly, and discreetly to issues as they may arise, and is approachable. Within their responsibilities they will exercise compassion, fairness, and patience, and be understanding of the significant duties that choristers undertake. This role is pivotal to the smooth running of the Music Department. This person appointed will need to be able to relate well to young people, be flexible, and professional.

I. BACKGROUND INFORMATION

Peterborough is one of the new foundation cathedrals (together with Gloucester, Oxford, Chester and Bristol) created by Henry VIII as the monasteries were dissolved. There has been an Abbey on this site for over 1200 years, but the current building was begun in 1118. Three principal glories of the Cathedral building are its iconic West Front, the painted wooden Medieval Nave ceiling and the splendid fan-vaulted New Building, possibly created by the architect of King's College Chapel in nearby Cambridge. The spacious Precincts still contain a number of monastic buildings and ruins. Inside, the Cathedral has been completely cleaned and restored since 2001, and is probably more complete and in better condition than at any time in its history.

There is a lively Cathedral community including all age groups, and as well as regular worship led by the Choir it supports children's and young people's groups, education programmes, a theological society and a weekly lunchtime address. It contributes time and resources to a local project for the homeless, educational and other outreach initiatives, and provides hospitality to a variety of groups and gatherings. The Cathedral is principally the seat of the Bishop of Peterborough, and hosts many of the larger Diocesan services and events. There is considerable support here for music in worship. Resources for music and the Choir have grown considerably in recent years, since the restoration of the inside of the building was completed.

The Chapter of Peterborough Cathedral

Peterborough Cathedral is run by a Chapter of five clergy and up to five lay canons. The clergy team includes the Dean, Chris Dalliston (2018), Vice Dean, Tim Alban Jones (2015), Canon Missioner, Sarah Brown (2018), Canon Precentor, Rowan Williams (2018) and a part-time member, Ian Black (2012) who is also Vicar of St John's Church in Peterborough City Centre. Lay members of Chapter

represent specialisms from business, finance and property to HR, and also represent different aspects of the Cathedral community and Diocese.

The Cathedral Staff

Chapter has been working over several years to establish a strong lay-staff team within the Cathedral capable of delivering a high level of service. Staffing works in a collaborative way, with some projects shared between departments. Harmony and respect are important to this way of working. Specialist help, whether through resident staff or contracted-out arrangements, exists in areas such as publicity, media, education and visitors, personnel, Health and Safety, IT, management, property and finance.

Music staff build successful relationships with other staff and this helps them to fulfill areas of their own work in which the skills of these staff are important. Key relationships will be with the music staff, the staff of King's School (from where our choristers are drawn), and the various departments within the Chapter Office.

Peterborough as a place to live and work

Peterborough is a city of approximately 200,000 inhabitants, with good local facilities and excellent transport links. London is only 45 minutes away by the faster trains, and Cambridge is 45 minutes away by car. A number of other centres in Eastern England, such as Leicester and Northampton, are within an hour's drive of Peterborough, and almost anywhere in the Midlands can be reached easily by train; the East Coast line connects Peterborough with York, Durham and Edinburgh. Oakham, Oundle, Stamford, Uppingham and a number of other well-known public schools are within the immediate area. The city centre of Peterborough has benefitted from recent regeneration projects, and boasts a wide variety of cafés, restaurants and pubs/bars, in addition to excellent shopping in the Queensgate Centre and elsewhere. Peterborough is best described as a cross between a traditional Cathedral City and a New Town, enjoying the best features of both.

2. THE MUSIC DEPARTMENT – FURTHER INFORMATION

The Director of Music (Tansy Castledine, September 2018) is responsible for overseeing and directing all aspects of the Music Department. The music department staff comprises the roles of Organist (full time), Head of Choral Development (part time), Administrator (full-time) and Choir Chaperone (part-time). There is also an Organ Scholar (full time) appointed annually, Choral Scholars, Lay Clerks, and two singing teachers. A number of parent volunteers also assist with chaperoning the choristers. The Cathedral Choir currently comprises 51 boy and girl choristers who take an equal share in singing the daily services. There are six Lay Clerks, who normally sing seven choral services per week. In addition to the Lay Clerks there are Assistant Lay Clerks who sing on Sunday, and at other major events, a Youth Choir (ages 13-18), and Festival Chorus (adult volunteers).

The King's School and Cathedral Choristers

All choristers are educated at The King's School, Peterborough founded by Henry VIII in 1541, a successful Church of England Academy (day school). King's is one of the highest performing state comprehensive schools of its type nationally, having received an Outstanding rating in the most

recent Ofsted and denominational inspections, and places are in high demand locally. It selects some pupils based on academic and musical aptitude, as well as appointing choristers, and awarding Church of England and sibling places. The Director of Music is a member of the Governing Body as a Foundation Governor, and the School's admissions policy allows for nine chorister places (split between boys and girls) in each year group from Year 3 to Year 8.

Lay Clerks and Choral Scholars

The back row of the Cathedral Choir comprises six Lay Clerks and three Choral Scholars, who normally sing seven choral services per week. In addition to the Lay Clerks and Choral Scholars there are three extra singers for Sunday services (Assistant Lay Clerks).

Pattern of choral services

The default weekly pattern for the Choir is as follows:

Monday 1730 Evensong: Boys or Girls (Years 4-8) sing Evensong with Lay Clerks and Choral Scholars; trebles not singing Evensong rehearse

Tuesday 1730 Evensong: Boys (Years 4-8), Lay Clerks, Choral Scholars

Wednesday 1730 Evensong: 'Upper Voices' (Boys and Girls Years 6-8)

Thursday 1730 Evensong: Girls (Years 4-8), Lay Clerks, Choral Scholars

Friday 1730 Evensong: Girls or Boys (Years 5-8), Lay Clerks, Choral Scholars; trebles not singing Evensong rehearse

Saturday – There is no weekly Cathedral Choir duty on a Saturday, though there are several Saturdays throughout the year with duties for the Cathedral musicians (e.g. Ordinations, Old Choristers' services, occasional Evensongs, concerts and other events).

Sunday

Matins 0915

Eucharist 1030

Evensong 1530

(all with Lay Clerks and Choral Scholars; Boys and Girls alternate morning services and Evensong on a week-by-week basis)

Each chorister group also rehearses before school on four weekday mornings.

Concerts and other musical events

The Cathedral Choir has an annual commitment to 3 concerts and also undertakes fund raising events, tours, broadcasts, recordings and other work from time to time. Recent CD recordings include a disc of Christmas music produced in 2015, Cheryl Frances-Hoad's *Even You Song*, released in 2017, involving several schools within the Peterborough area, and receiving 4 star reviews in BBC Music Magazine, and *Choir and Organ*, and in 2019, *Jubilate Deo*. The Choir regularly gives broadcasts on the BBC Choral Evensong programme and aims to tour annually. Most recently the choirs have visited Belgium, Holland, Spain, and the West Coast of America. The choir undertakes a programme of regular concerts, both in the Cathedral and in the Diocese, and has developed and maintained a broad, high quality repertoire from plainsong to contemporary music.

Peterborough Cathedral Music Association (PCMA)

Peterborough Cathedral Music Association, founded in 2009, seeks to bring orchestras, soloists and

other professional music-makers to the Cathedral, to enable local amateur singers (such as the Cathedral's Festival Chorus) and musicians to access professional leadership, and to provide opportunities for the choristers to be involved in performances of major works with orchestra. The Association is run by the Music Department with the help of committed volunteers, answerable by constitution to Chapter. PCMA is a financially self-generating organisation that uses membership fees, ticket sales and other income to sustain its musical activities. It allows Chapter to promote high standard concert music within the city and region.

3. JOB DESCRIPTION

Peterborough Cathedral seeks to appoint a Chorister Chaperone, with effect from 1st February 2021, or as soon as possible thereafter. The successful candidate will play a significant role in supporting the work of the Music staff through pastoral care and supervision of the choristers before, during, and after rehearsals, services, and choir engagements. The Chaperone will be a key point of contact for chorister parents and vital in the day to day smooth running of the choir, and chorister well-being. They will also have a key role in implementing the safeguarding standards that we have in place for our young people and vulnerable adults.

The post holder will have a genuine interest in the choristers' work; they will be an inspirational and dynamic person who will bring vision, energy, and a dedication to the position.

Job title: Chorister Chaperone

Contract: Part-time, permanent

Line Manager: Director of Music

Job summary: Providing daily pastoral support to the Cathedral choristers. Confidential work will be required.

Specific tasks:

- To be the first point of contact for chorister parents whilst on duty (for example if a chorister is unwell, collected late, or in unforeseen circumstances)
- To maintain accurate chorister attendance and medical records, both computer and paper based
- To supervise the choristers during their breaks, tea-time, robing for services, arrivals / departures, ensuring outstanding conduct and behaviour at all times
- To administer first-aid to unwell children and follow up with parents / emergency services as required
- To prepare daily tea for the choristers
- To attend and participate in choral services at which the choristers are present
- To attend department meetings
- To maintain up to date chorister noticeboards within the department
- To manage the choir robes
- To work closely with the Music Department Administrator on current teaching developments to ensure the continued wellbeing, social and emotional development of the choristers
- To assist the Director of Music in the planning and administration of chorister visits, trips, concerts, and CD recordings as may occur

- To assist the Director of Music and Canon Precentor in any other matter which supports the smooth running of the department as requested

General:

- Adhering to Cathedral policies at all times, including safeguarding and health & safety, and attending regular training as required by the Cathedral
- To adhere to Cathedral HR policies as contained in the staff handbook
- Supporting the Cathedral Chapter at all times, and specifically members of the Music Department
- To participate in the Cathedral's annual appraisal scheme

Person Specification

Essential:

- A commitment to the Vision and Values of Peterborough Cathedral, being in sympathy with the values and ethos of the Anglican Church. Personal adherence to the Christian faith is not a requirement
- Previous experience of working with groups of children and young people, specifically between the ages of 6-18 in an actively safeguarded environment.
- A genuine enthusiasm for supporting the life of a Chorister and the Cathedral Choir
- A commitment to the education and inspiration of young people
- A confident and approachable communicator able to work both independently and within a team
- Being able to relate to people of all ages and backgrounds
- A commitment to personal and departmental development
- Educated to A-Level or equivalent, including GCSE English Language and Maths
- Confident IT skills including Microsoft Forms, Office, Outlook, Excel
- Ability to be flexible, prioritise, and multi-task
- Excellent interpersonal skills and telephone manner, being able to listen and converse
- Efficient, well organised, friendly and with a sense of humour.
- Able to work in a calm and polite manner, with attention to detail, instinct, and good judgement
- Able to handle confidential information with respect and discretion

Desirable

- Some knowledge of the Church of England and its structures and processes
- Someone in sympathy with the aims and practices of the Church of England
- Some knowledge or experience of music within a church, cathedral, county, or educational environment
- First aid trained
- Food hygiene certificate

Further details

Salary: £ 8,993 per annum based upon a 21-hour week. Although the work is term-time plus a few extra days, we pay the salary in equal instalments across the year, which is £749.42 per month. The hourly rate is £9.50.

Hours: 4 weekdays 1500-1830, Sundays 0815-1200, 1400-1630 plus a 45-minute weekly department meeting. That is, 21 hours per week for 40 weeks annually. Additionally, up to 50 hours of overtime per academic year which will be paid as worked.

Due to the nature of the post, the post-holder will be required to be flexible on occasion. The post holder will be required to work occasional later evenings / weekend days by advance agreement (such as for a Saturday concert / recruitment days, or at Sunday special services): time off in lieu will be offered / use of the overtime hours.

Place of work: Your main place of work is 28 Minster Precincts, Peterborough Cathedral, Peterborough, PE1 1XZ

Holidays: 25 days pro rata per year plus bank holidays, to be taken during choir breaks (school half terms, the weeks immediately after Christmas and Easter, and during the school summer holiday).

Probation: The position is subject to completion of a satisfactory 3month probation period.

Pension: Enrolment in the Cathedral's pension scheme is automatic upon completion of the probation period.

Equal opportunities: The Cathedral is an equal opportunities employer.

Safeguarding Policy

The Cathedral is committed to safeguarding and promoting the welfare of children and young persons, and all employees, students and volunteers must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. This appointment is subject to the usual safeguarding checks, which will be carried out after interview for the successful candidate. If you are shortlisted, as part of our safer recruitment, we need to see documents and photo ID such as a passport, driving license and a utility bill. These documents should be brought with you to your interview if called, and will be used for the DBS process.

How to apply

Making an application

If you have further questions about this post prior to application, please contact Tansy Castledine, Director of Music on 01733 355318 (Office) or via e-mail at: tansy.castledine@peterborough-cathedral.org.uk

Applications should be sent by e-mail to dean.pa@peterborough-cathedral.org.uk

Please be sure to supply the following in your application:

- The standard completed application form
- A covering letter stating how you meet the requirements for this post
- The names and contact details (including both telephone numbers and e-mail addresses) of **three** referees (see below)

Referees

One of your referees should be your current or most recent employer. In some cases two of these three may overlap, but three referees are still required in total. In each case please state the referee's relationship to you.

The closing date for applications is Friday 8th January 2021 at 0900. Short-listed candidates will be invited to interview for interview in the week beginning 18th January 2021. As part of the selection process, candidates will be required to complete some administrative tasks, in addition to having a tour of the premises, and interview.