

DOUBLE BASS PROFESSOR

Job Description

Responsible to: Head of Strings

Responsible for: Students

ROLE OBJECTIVE

To teach regular weekly one-to-one double bass lessons and if required regular timetabled double bass orchestral excerpt class lessons for both principal and supporting study, to guide their musical and artistic development and to report on students' progress as required by the Head of Department.

Duties

1. To be responsible for formal scheduled weekly teaching appropriate to the needs and level of the student in discussion with the Head of Department or the Deputy Head of Department.
2. To monitor the progress and achievement of students throughout their period of study.
3. To manage the preparation and participation of assigned students in a range of performing activities including auditions and recitals, concert performances, orchestral concerts, outreach performances, master classes and workshops, competitions and outside engagements.
4. To work with departmentally allocated students as directed by the Head of Department.
5. To work as part of a principal study teaching team within the double bass department if required and as directed by the Head of Department.
6. To participate in the delivery of the double bass orchestral excerpt classes if required by the Head of Department.
7. To participate, if requested, with the Head of Department and other senior colleagues in the auditioning and admissions procedures (for an additional fee).
8. To participate, if requested, with the Head of Department and other senior colleagues as a member of a panel for cohort or departmental examinations (for an additional fee).
9. To contribute to programme and curriculum development where appropriate.

10. To raise the profile of the Department by promoting the School in all outside activity and assisting in the recruitment of students of the highest quality.
11. To liaise with other providers of student support services within the School and provide advice to students with special learning needs.
12. To participate as required in the administration arrangements of the Department.
13. To liaise with other School Departments on collaborative activity.
14. To carry out other departmental duties from time to time as agreed with the Head of Department , the Deputy Head of Department and the Director of Music.
15. To help formulate in conjunction with the Head and /or the Deputy Head of the department the content and delivery of the double bass excerpt classes in relation to the Strings Department handbook if required.
16. To review the content and delivery of the double bass excerpt classes if required and as directed by the Head of Department.
17. To facilitate smooth running of the double bass excerpt classes if required by the Head of Department.
18. To have a strong working knowledge of the Strings Department handbook and the programme handbook.
19. To complete all training modules as and when required by the school on an ongoing basis.

HEALTH & SAFETY: To take reasonable care for all health and safety matters relating to this post, including the health and safety for any staff and students reporting to the post holder, in accordance with the Guildhall School of Music & Drama and the Corporation of London's Health and Safety procedures.

EQUAL OPPORTUNITIES: To conduct all activities taking account of the Corporation's Equal Opportunities' policy, ensuring that all clients, contacts, students and employees are treated fairly and with dignity and respect. To promote the Corporation's commitment to equality and diversity and to ensure that all students and any direct reports comply with the policy in all their activities.

POLICIES & PROCEDURES: To comply with all the Guildhall School's policies and procedures.

DOUBLE BASS PROFESSOR– Person Specification

	<u>Essential</u>	<u>Desirable</u>
<p>Technical skills, qualifications and experience</p> <ul style="list-style-type: none"> • Experience of teaching specialism at Conservatoire level • Knowledge of Conservatoire practical activities and assessment processes. • Knowledge of professional life. • Notable career as a performer with symphony orchestra experience. • Opera orchestra experience • Ability to work in conjunction with other double bass professors if required by the Head of Department as part of a principal study team. 	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p>	<p>X</p>
<p>Business Skills</p> <ul style="list-style-type: none"> • Able to communicate well effectively both orally and in writing • Able to develop & sustain relationships with Guildhall School colleagues, clients & students • Network of contacts in the specialism and teaching worlds 	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p>Personal Skills</p> <ul style="list-style-type: none"> • Ability to prioritise and manage own workload • Ability to be logical and able to apply an innovative approach to problem solving • Self-motivated, self-starter with a calm and professional approach • Efficient, organised & able to meet deadlines 	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	

Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The hourly rate of pay for your working hours for teaching will be from £47.41 per hour to £73.48 per hour (including holiday pay), depending on experience and standing. You will only be paid for the hours you actually work and for the equivalent proportion of annual leave to which each hour you work entitles you.

Contract

The position is offered on a permanent basis.

Hours of Work

The times/days when teaching is normally to take place shall be arranged by agreement with your Head of Department before the beginning of each term. For this purpose, terms are deemed to begin in September, January and April (actual start dates will vary each year).

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the last working day of the month.

Annual Leave

The annual leave year runs from 1st September to 31st August each year. Payment in respect of your annual entitlement, equivalent to 28 days pro rata, is included in the total hourly rate of pay for your working hours. Your total hourly rate, therefore, will contain an element equivalent to 1/11th of the hourly rate in respect of your entitlement to paid annual leave. The amounts of total pay and the paid annual leave element are shown in the accompanying letter of appointment.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a one academic year probationary period. Should either party wish to terminate the employment during this period, then one month's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

1 full term notice in writing by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part-time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.