



CHRIST'S COLLEGE  
CANTERBURY

Each boy at his best.

**POSITION DESCRIPTION**

**ORGAN & CHORAL TUTOR**

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**Reports to:** Director of Music

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**Functional Relationships:**

- Teaching Staff
  - Students
  - Parents
  - College community
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**Primary Function:** This is a full time position within the Music Department at Christ's College. The Director of Music is responsible for ensuring that the Organ & Choral Tutor has a programme of work that has been negotiated for the appointment. The Organ & Choral Tutor, Director of Music and College Chaplain will meet regularly to programme and review services.

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**Tasks:**

- To work in association with the Director of Music and music staff on both curriculum and co-curricular musical events
- To provide organ work for weekly Chapel Services. This involves:
  - Playing for the two week-day services, including
    - pre-service music while the congregation come in
    - a short processional during the Chaplain's and Executive Principal's entries. (On Sunday evenings these are a little longer in order for the Choir to process.)

- accompanying the school in two hymns at a week day service and the sung Lord's Prayer
  - a recessional as the Chaplain and congregation leave the Chapel
  - Sunday Services as outlined in the term calendar
  - Sunday evenings are either Choral Evensong or Choral Eucharist
  - accompanying the Chapel Choir in both rehearsals, service and concert performance work.
  - Assisting and co-directing the Chapel Choir as required. The choir rehearses Wednesdays 5.40pm - 6.45pm and Fridays from 3:45pm - 5.00pm. In times of competition and full performance, work hours can be extended to 7.30pm.
- To ensure the Chapel music programme and hymn list are kept current and that the Chaplain is informed in advance of all service music
- Organ/accompaniment work
  - maintain a high level of professional playing in all aspects of Chapel. Time is allocated to personal rehearsal and in the learning of accompaniment work
  - encourage students to learn the organ
  - to be available to accompany students in recitals and concert and assessment performances
  - assist and coach students in their organ work, encouraging them to play during services in the chapel
- Curriculum
  - to assist the music staff with their teaching programme
  - to attend all department meetings and to assist with follow up of material from those meetings
  - tutor and work with classes within the timetable, providing both support to staff by means of tutoring students, teaching small groups and developing remedial theory and aural coaching for examination students
  - teach selected topics within the senior music programme within Tutor's interest field
- Music resource preparation
  - to work alongside the music staff with resource preparation and the development of materials for the tutoring of both students with learning needs and more advanced musicians
  - to assist with the maintenance of all musical resources within the department
  - to liaise with staff in distributing material to the Gap tutors for copying and preparation
- Organ & Choral Tutor records
  - to liaise with the itinerant music tutors in ensuring their registers are both up to date and that material for reports are filed by the due date
  - check all report comments to ensure alignment with the College report requirements and enter them into the College database on time
  - ensure teaching timetables are updated weekly and are maintained by staff

- Co-Curricular College Activities
    - become involved in the wider College activities such as outdoor education camps and sport if possible and where practical. This should be done in consultation with the Director of Music to ensure the Tutor's core role is not compromised
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*Reviewed 13.02.2024*