Lead Choir Chaperone

Role Description
Position

Salary
£3,723 (at National Living Wage of £12 per hour)
Plus non contributory pension scheme (8% of gross salary)
Plus Life Assurance (0.5% of gross salary)
40 hours / 6 days leave (including bank holidays)

Tenure
Permanent, variable hours contract (0.17 FTE)

Hours
Monday, Tuesday and Thursday from 4.15–6.30pm during school terms.
Additional working over evenings and weekends during school term-times to be agreed in advance with the Director of Music.
Holidays to be taken outside of choir terms which are:

- Autumn Term – from start of school term up to and including Christmas Day
- Spring Term – from start of school term up to and including Easter Day
- Summer Term – from start of school term until Sunday before the end of schools summer term

Department
Music

Responsible to
Director of Music

Accountable to
Canon Precentor

Responsible for
Choir chaperones

Base
Flexible working between Leicester Cathedral; St Martins House (SMH);
St Nicholas Church; other locations across Leicester and Leicestershire;
and occasionally locations across the British Isles and overseas.

Other
All agreed expenses will be met.

Leicester Cathedral endeavours to demonstrate these values throughout all aspects of our worship, welcome and witness.
Leicester Cathedral is responsible for the choristers when they undertake their chorister duties in the Cathedral, and when singing on behalf of the Cathedral at other locations including parish visits, schools, on tour and during fundraising activities.

The Lead Choir Chaperone will be a proactive and conscientious member of the Music team undertaking the following key duties:

- Ensure the welfare requirements of choristers are met at events and activities organized by the Cathedral
- Ensure safeguarding and health & safety protocols and practices are adhered to
- Report any accidents/safeguarding concerns/general concerns regarding choristers to the Director of Music/Assistant Director of Music/parent when transferring responsibility for the care of choristers

This role requires satisfactory enhanced Disclosure Barring Service (DBS) clearance.

Key relationships

The post holder will work closely with the Director of Music, Assistant Director of Music, Music & Liturgy Administrator, the Verger Team and the Canon Precentor and other members of the Music Department.
Key Responsibilities

**General behaviours**

- Be in sympathy with the aims and purpose of the Anglican Church
- At all times treat other volunteers, staff, children and visitors with respect and consideration
- Dress and conduct yourself appropriately for the environment in which you are assisting
- Your ID badge must be visible at all times.

**Safe and healthy working environment**

- Ensure the welfare requirements of choristers are met at all events and activities organized by the Cathedral
- Whilst acting as Lead Choir Chaperone, you must not engage in any activities that would interfere with the performance of choristers’ duties.

**Safeguarding**

- Ensure Safeguarding regimes are upheld and a culture of safeguarding remains embedded throughout this work
- Report to the Director of Music / Assistant Director of Music all concerns about the safety or wellbeing of choristers, no matter how minor
- Report to the Police where there is immediate risk of harm to a chorister/person
- Remain aware that you have a duty to report all concerns for safety and adhere to our safeguarding policy and procedures
- Where disclosures have been made, there is a duty to report the information shared (the duty to investigate lies with other colleagues).

**Communication and liaison**

- Listen to other workers and volunteers
- Coordinate relevant communications, with other choir chaperones (e.g. through a WhatsApp group).
Specific chaperone duties

• Supervise the choristers
• Keep a written record of all health and safety incidents or disclosures (signed and dated)
• Maintain attendance records and emergency contact numbers
• In conjunction with the Head Verger, conduct appropriate risk assessments for chorister activities
• Carry out a personal risk assessment for lone working, if appropriate
• Ensure appropriate travel arrangements have been made for choristers in your care and that the person who collects the child is as previously agreed
• Arrive 15 minutes before each practice/activity is due to start
• Induct and train other choir chaperones, as required
• Be aware of the Cathedral’s safeguarding, health and safety, and evacuation procedures.

Training

• Undertake mandatory safeguarding training, and other relevant training, as required.

Disclosure and Barring Service (DBS)

• Be willing to undergo an enhanced Disclosure Barring service (DBS) check, as required.

Key benefits

As Lead Choir Chaperone, you can expect the following benefits:

• Active participation in the life of the Cathedral
• You become part of a passionate and dedicated team
• Development of your skills
• Development of your CV
• 10% discount on drinks in Café No:7
Person Specification

**We want to be surprised by who might apply to this role.** The following tries to note some of the skills that someone could bring. If you feel called to apply, or feel experienced and skilled to do so, or you are intrigued to explore this role in a place like Leicester, then please complete an application. None of us comes fully formed into these roles and this is a place where we grow as people, helping each other to acquire new skills and to discover new gifts.

*This job description is an operational document that does not form part of the contract of employment. It may be that from time to time the Lead Choir Chaperone is asked to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day-to-day performance of their duties. Leicester Cathedral reserves the right to amend the role description as necessary to meet the changing needs of the organisation.*

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<tr>
<th>Criteria</th>
<th>Skills</th>
<th>Evidence</th>
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<td><strong>Experience</strong></td>
<td>Loves working with children and young people</td>
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<td>Sound understanding of safeguarding principles.</td>
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<td><strong>Communication</strong></td>
<td>Excellent interpersonal skills with people at all levels and from diverse backgrounds</td>
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<td>A proactive team player with the ability to motivate others and work collaboratively in an approachable and constructive manner.</td>
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<td><strong>Values and behaviours</strong></td>
<td>Ability to demonstrate care, common sense, and courtesy in dealing with others</td>
<td>A/I</td>
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<td>Commitment to and focused on quality and promotes high standards in all they do</td>
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<td>Professional, calm, and efficient manner, and honest.</td>
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<td><strong>Equality, diversity and inclusion</strong></td>
<td>Understanding of and commitment to equality of opportunity.</td>
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<td><strong>Other</strong></td>
<td>An awareness of data protection and data management requirements</td>
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<td>Willingness to uphold Cathedral policies</td>
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<td>Willingness to undergo an enhanced Disclosure Barring Service (DBS) clearance, as required</td>
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<td>Willing to undertake safeguarding, and other appropriate training, as required</td>
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<td>To embody, promote and further the Cathedral’s aims, values and mission.</td>
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How to Apply

To apply for this position, please send a completed application form available from the Cathedral website (leicestercathedral.org/vacancies) along with a covering letter (of no more than two sides of A4) that demonstrates how you meet the criteria and skills set out in the Person Specification (CVs alone will not be accepted).

Applications should be sent by email to:
Adaeze.Ebodili@LeicesterCofE.org

Completed applications are required by 12 noon on Friday 1 December 2023

Shortlisting will take place on Monday 4 December 2023. Interviews will take place on Tuesday 12 December 2023.

Full details of the interview process will be provided to short-listed candidates nearer the time.

For an initial confidential discussion about the role, please contact Chris Ouvry-Johns by email: Chris.Ouvry-Johns@LeicesterCofE.org or at Cathedral.Music@LeicesterCofE.org

Terms and Conditions

Disclosure and Barring Service (DBS)
Formerly known as Criminal Records Bureau (CRB)

If this post requires a standard/enhanced disclosure by the DBS, it is regulated by statute. Failure to disclose details if you are currently / or in the future the subject of police investigation / proceedings which could result in a conviction, caution, bind over order or charges is a disciplinary matter, and may result in dismissal.

Safeguarding Children and Vulnerable Adults

The post holder is responsible for safeguarding the interests of children and vulnerable adults who they come into contact with during their work. To fulfil these duties, the post holder is required to complete training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating a safeguarding practice and to report on concerns that they may have.