

# **Job Description**

## **Job Title: Singing Assistant**

**Location:** Templesprings Music Centre, Ground Floor 22 London Road, Grays, Essex RM17 5XY

**Reports to:** Learning & Development Manager

**Contract Type:** Part-time / Full-time (flexible)

**Salary:** NMW (under 21 YOA)/NLW (over 21 YOA)

**Probation Period:** 6 months

**Work closely with:** Templesprings CEO, and Directors, L&D Manager, Music Practitioners, Volunteers

### **About Templesprings Music Centre**

Templesprings is a vibrant and inclusive music education hub dedicated to nurturing musical talent and fostering a love for music across all ages and backgrounds. We deliver high-quality music programmes that inspire creativity, confidence, and community spirit.

Templesprings has helped produce young musicians locally and nationally. Our programmes are lively, dynamic and interactive. They include group classes in schools, faith organisations, and short intensive classes for individuals. Our focus is on inspiring and getting the young person to have fun whilst learning to play and participate in music making.

Music is our powerful engagement tool for connecting with young people, and promoting their participation in creative, social and volunteering opportunities, which build their skills, confidence and resilience for the future. We ensure your hard work is rewarded by valuable qualifications regardless of your age or musical ability. Templesprings supports participants to attain Arts Awards Certificates (Discover, Explore, Bronze, Silver and Gold level) and Graded exams through Trinity College London, and RSL Awards.

Our aim is to be Thurrock's Leading Learning and Music Centre providing high quality training to young performers, emerging artists and young musicians in a venue that is locally focused with a national and international vision.

### **Role Overview**

We have a fantastic opportunity to work at Templesprings Music Centre in Grays. We are seeking a passionate and organised Singing Co-ordinator to lead and develop our vocal music programmes. The ideal candidate will have a strong background in vocal performance and teaching, with the ability to engage learners of all ages and abilities. This role involves coordinating singing lessons, choirs, workshops, and performances, while supporting the growth of vocal music at Templesprings. Our service is committed to providing high quality music education for children between the ages of 4 – 17 years old.

Whilst undertaking the role, you will be working with a team of colleagues providing music and arts training to our clients. You will be expected to have a 'can do' attitude, be a team player, pragmatic and flexible in your approach. Communicating effectively with parents is also a key part of the role.

## **Key Responsibilities**

In conjunction with your line manager, your key responsibilities will be:

- Plan, organise, and deliver engaging singing sessions for children, young people, and adults.
- Teaching individual and/or group lessons lasting from 15 minutes to an hour or longer, usually incorporating elements of general and vocal musicianship, such as ear training and theory, breathing exercises, vocal warm-ups, and diaphragm training.
- Developing knowledge of materials and repertoire for students at different stages of their musical development.
- Lead and manage choirs and vocal ensembles, including rehearsals and performances.
- Collaborate with other music tutors and staff to integrate singing into broader music programmes, including Mini-Mixers.
- Develop tailored vocal curricula and schemes of work that align with Templesprings' educational goals.
- Organise and promote singing-related events, showcases, and community performances.
- Attending and performing at events including helping to setup and clear up afterwards.
- Working with groups of musicians.
- Monitor student progress and provide feedback to learners and parents/carers.
- Support the recruitment and training of vocal tutors and volunteers.
- Maintain records of attendance, progress, and safeguarding as required.
- Contribute to the development of outreach programmes and partnerships.
- Willingness to learn music technology software such as Logic Pro etc.
- Ensuring that you adhere to health and safety standards, and work in line with child protection legislation.
- Tidying up the facility at the end of the day after lessons including washing up, emptying the bins, and vacuuming the studio.
- At the discretion of your line manager, to carry out any other similar duties which are compatible with the post.

## **Person Specification**

### **Essential:**

- Proven experience in vocal teaching and/or choir direction.

- Strong organisational and communication skills.
- Ability to inspire and motivate learners of diverse backgrounds.
- Knowledge of vocal pedagogy and repertoire across genres.
- Commitment to inclusive and accessible music education.

#### **Desirable:**

- Music degree or equivalent qualification.
- Experience working in community or educational settings.
- Familiarity with music technology and digital resources.
- Ability to play piano or another accompanying instrument.

#### **Benefits**

- Opportunity to work in a dynamic and supportive music centre.
- Professional development and training opportunities.
- Flexible working arrangements.
- Access to studio and rehearsal spaces.
- Free Counselling Helpline
- 28 days Holidays inclusive of bank holidays
- AMAZING discounts on days out to the UK's top theme parks and attractions
- Auto enrolment on Company pension scheme
- Exclusive Discounts and Benefits Portal from PIB
- Free Employers' Liability insurance
- Free Holiday and Out of School Club
- Free Music Tuition
- FREE online Early Years training
- Free Parking
- Free Tax Helpline
- FREE training subscription to over 85 courses from
- GREAT savings on Haven holidays and Merlin short breaks
- Holiday entitlement increasing with 2 full years
- Statutory Paid Sick Days

## Main Duties

The following list is typical of the level of duties which the postholder is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time and as directed by line manager.

Key Deliverables	Key Activities
Oversight and project management of Arts Award	<ul style="list-style-type: none"><li>• Support the planning, delivery and management of project activities</li><li>• Setup systems and processes to capture and share project information</li><li>• Develop digital assessment tools to monitor and track project outcomes</li><li>• Support Executive Director to create and coordinate communication strategy to share updates, expertise best practice and learning</li><li>• Develop relationships with schools, faith organisations and other local partnerships to manage young people referrals</li><li>• Liaise with the L&amp;D Manager to enable links to the C3 young people who make up our Young Volunteer (YV) Committee. Coordinate planning meetings and run sessions.</li><li>• Lead the delivery of all events, training and music coaching sessions as set out in the project plan.</li><li>• Promote project on Social Media and partner platforms</li></ul>
Planning, coordination, and delivery of all music coaching sessions as set out in the programme plan.	<ul style="list-style-type: none"><li>• Planning individual lessons/sessions and overall schemes of work for learners</li><li>• Teaching individual and/or group lessons ranging from 15-90 minutes, usually incorporating elements of general musicianship, e.g. ear training and theory, as well as instrumental technique and interpretation</li><li>• Developing knowledge of materials &amp; repertoire for students at different stages of their musical development</li><li>• Communicating with parents about their child's lessons and progress</li><li>• Arranging performance opportunities for learners, such as community concerts</li></ul>

	<ul style="list-style-type: none"> <li>• Preparing learners for performances and events</li> <li>• Attending &amp; performing at events, including helping to setup/pack down equipment</li> <li>• Expanding own musical experience by familiarising oneself with music learner repertoires; learning other instruments, exploring a wide range of musical styles and developing own improvisation and vocal skills</li> <li>• Supporting students in their use of music technology, keeping up to date with major software tools and making of recording and other technology</li> </ul>
Coaching Young Volunteers and promoting team participation and leadership	<ul style="list-style-type: none"> <li>• Supporting young people's holistic skills development, through promoting youth leadership, participation and involvement in C3 sessions and volunteering opportunities</li> <li>• Providing a positive role model for young people through effective communication styles and by providing appropriate 'light touch' support to assist young people in volunteering and leadership activities</li> <li>• Planning and working on own professional development by gaining further teaching or performance qualifications and continuing your own performance activity</li> <li>• Create CPD learner assessment activities</li> </ul>
Full compliance with Child Protection and other organisation policies for all youth engagement activities	<ul style="list-style-type: none"> <li>• Ensuring strict adherence to health and safety standards and working in line with child protection legislation and policies/procedures.</li> <li>• Commitment to child safeguarding and to being confident and competent in meeting Templesprings safeguarding responsibilities</li> <li>• Actively helping ensure working spaces are kept clean, tidy, and free of hazards</li> <li>• Ensure that all activities undertaken on behalf of Templesprings, externally or internally, are in line with the overall aims of the organisation and with policies and procedures.</li> <li>• Participate in training and other activities as requested</li> </ul>
Collect and prepare management information that can effectively feed into	<ul style="list-style-type: none"> <li>• Keep precise and accurate records of all youth engagement activities for reporting</li> </ul>

wider programme reporting	<ul style="list-style-type: none"> <li>• Develop and deliver effective processes for feedback to influence and improve the project in a review and revise cycle</li> <li>• Prepare reports, briefings and internal communication pieces to update colleagues and partners on progress and/or challenges of the programme</li> </ul>
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### Personal Specification

Competency Area	The successful candidate will be able to...
Communicating with all stakeholders	<ul style="list-style-type: none"> <li>• Dynamic, engaging, and passionate about engaging younger voices and helping them make a difference</li> <li>• Communicate to a high standard verbally and in writing.</li> <li>• Build long term relationships with a very diverse range of people, externally and across all levels of colleagues</li> <li>• Communicate and facilitate in a participatory way with young people.</li> <li>• Excellent timekeeping and communication skills</li> <li>• Able to maintain appropriate professional standards &amp; boundaries with young people</li> </ul>
Working effectively and efficiently	<ul style="list-style-type: none"> <li>• Demonstrate flexibility and problem-solving skills in the face of unexpected challenges.</li> <li>• Competently develop and review resources and training materials</li> <li>• Be self-motivated; work accurately and efficiently to deadlines and targets managing a wide and varied workload and enlisting the support of colleagues where necessary</li> </ul>
Demonstrating high levels of musicianship	<ul style="list-style-type: none"> <li>• Highly proficient in one musical instrument i.e. singing, keyboard, drums, guitar, or violin</li> <li>• Well-organised in teaching and administration, including session planning</li> <li>• Enthusiastic team player able to harness creativity to inspire children's love for music</li> </ul>
Understand Children needs	<ul style="list-style-type: none"> <li>• You must have a keen interest in understanding children's development, learning and education - as well as a love for music and the ability to deliver effective coaching support with energy, humour and fun.</li> </ul>

	<ul style="list-style-type: none"> <li>• We require a 'self-starter' individual - able to take initiative and work in a high pace environment.</li> <li>• We are seeking candidates with the motivation and passion to positively influence children's learning, who can use their initiative and creative talents to provide children with fun, high-quality learning opportunities.</li> </ul>
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## Relevant Experience

The successful candidate will be able to have...
<ul style="list-style-type: none"> <li>• Ability to demonstrate high levels of musicianship</li> <li>• Ability to maintain high professional standards</li> <li>• Highly motivated and able to use their own initiative</li> <li>• Excellent timekeeping and communication skills</li> <li>• Be well organised in teaching and administration, including planning</li> <li>• Be experienced in working to deadlines</li> <li>• Dynamic, engaging, and passionate about engaging younger voices and instrumentalists</li> <li>• Enthusiastic team players who can use their own initiative while inspiring children with a love of music</li> <li>• Expand your own musical experience by familiarising yourself with the music learner's repertoire by: learning another instrument, becoming familiar with other musical styles and developing your improvisation or vocal skills.</li> </ul>