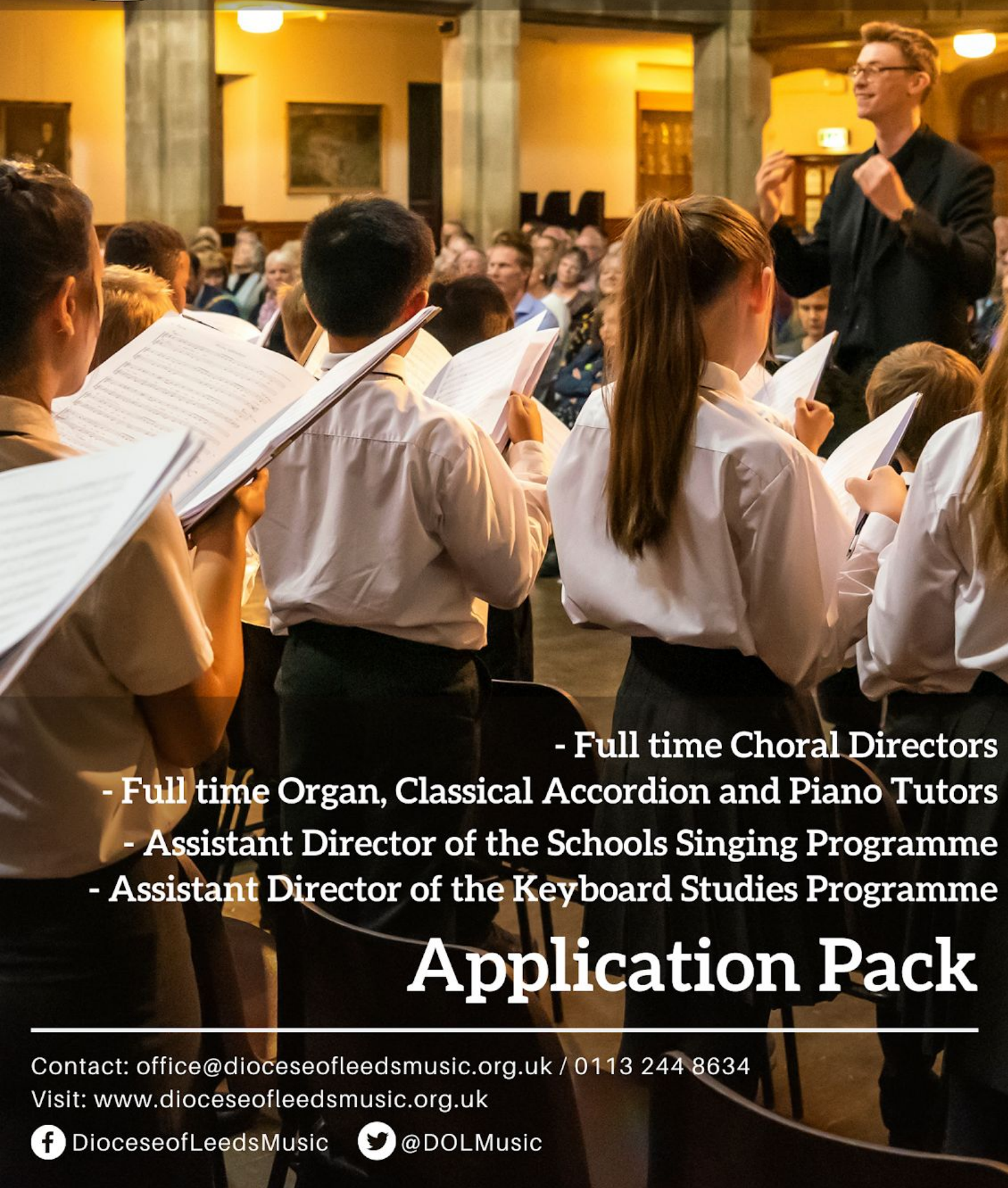




Diocese of Leeds Music Schools Singing Programme & Keyboard Studies Programme

Inspiring young people across Yorkshire




- Full time Choral Directors
- Full time Organ, Classical Accordion and Piano Tutors
- Assistant Director of the Schools Singing Programme
- Assistant Director of the Keyboard Studies Programme

Application Pack

Contact: office@dioceseofleedsmusic.org.uk / 0113 244 8634

Visit: www.dioceseofleedsmusic.org.uk

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www.lioflive.org.uk



February 2021

Thank you for your interest in working in the Diocese of Leeds Music Programme.

Our activities are divided into two strands: the Schools Singing Programme covers school singing and auditioned choirs, including Leeds Cathedral Choirs. The Keyboard Studies Programme encompasses the instrumental tuition and provision of accompaniment for the choral activities, concerts, broadcasts, recordings and liturgies.

This application pack gives you the opportunity to find out more about us and incorporates links to the various aspects in the life of our busy music programme. Having explored this information we hope you might be interested enough to make an application.

We are in the fortunate position of being able to significantly expand our reach over the next twelve months and are offering up to eight full-time permanent posts in this recruitment process. These comprise four Choral Directors, two Keyboard Tutors, an Assistant Director of the Schools Singing Programme and an Assistant Director of the Keyboard Studies Programme.

Applications need to be returned by email as a PDF to office@dioceseofleedsmusic.org.uk by the closing date of 5pm on 22 February 2021. The application form is included at the end of this document. You can also find a version in [Google Docs](#) or on the attached Word document.

The pandemic and national lockdown provides us all with challenges in jobs requiring practical musical skills, and so we have divided the recruitment process into two parts. The general interviews will be held online in the week commencing 8 March. The musical auditions and final interviews will be held in person in Leeds as soon as possible after this date.

We would like roles to start either on 1 May 2021 or 1 September 2021, depending on the availability of the successful candidates and any national restrictions that may still be in place.

With all best wishes for your own work in 2021,

Ben

Benjamin Saunders
Diocesan Director of Music

Tom

Thomas Leech
Director of the Schools Singing Programme

David

David Pipe
Director of the Keyboard Studies Programme



Working for Diocese of Leeds Music

The Diocese of Leeds Music Programme was established in its current form in 2003 by Benjamin Saunders. It has a unique approach benefiting from having no Cathedral Director of Music or centre-heavy outreach project but rather a focus on sustained work within the existing infrastructure of state schools, creating a world-class music programme nurturing potential in the diverse communities we work in.

The Diocese of Leeds strives to be an excellent employer. Since the start of the coronavirus pandemic in March 2020, all members of the music programme have continued to work full-time maintaining our full rehearsal schedule online and developing our YouTube-based virtual singing sessions (www.schoolssingingprogramme.org.uk) - recently winning a Royal Philharmonic Inspiration Award, featuring twice on BBC Radio 4 and receiving over 50,000 views to date.

Our organisational culture encourages professional autonomy and development, with staff training provided throughout the year and numerous opportunities available to share best practice together. Colleagues benefit from an annual development programme which incorporates a linked incremental salary scale for full-time staff. We work five days a week with Friday and Saturday as the usual days off, and take proper holidays to recharge during school breaks. The Music Programme continues to be financially resilient with a network of partners and stakeholders including Diocesan schools and churches, local universities, private donors and charitable trusts and foundations.

We have a rigorous approach to safeguarding and the well-being of the young people in our programme; this is central to our work.

A National Schools Singing Programme is now being developed separately for the other UK Dioceses with consultancy provided by Benjamin Saunders and Thomas Leech. This work is founded and supported by the Hamish Ogston Foundation and takes its inspiration from the financially sustainable model in the Diocese of Leeds.

For further general information about the Diocese of Leeds please download a copy of the [Annual Review](#)

The Schools Singing Programme

The Schools Singing Programme has been directed by [Thomas Leech](#) since 2012. There are currently four full-time Choral Directors in post covering Leeds, Bradford, Huddersfield, Harrogate, Pontefract and Wakefield.

We are seeking to recruit up to four new full-time Choral Directors and an Assistant Director of the Schools Singing Programme.

School-Day Choirs

The core work of the Schools Singing Programme takes place during the school day in state primary schools. Singing sessions are led by Choral Directors for whole classes and school choirs, currently working with around 4,500 children weekly. These sessions run during the school terms, cover a wide range of sacred and secular repertoire, and seek to support the schools' overall offer for music within the National Curriculum.

One of these 53 schools is Leeds Cathedral Choir School in Chapeltown. This primary school is situated in an area of particular urban deprivation with 67% children having English as a second language. Thanks to support from Leeds Conservatoire and the Holbeck Charitable Trust the school has benefited from its own Choral Director since 2009 and singing is central to the school life with all pupils, staff and many parents involved in choirs.



After-School Choirs

Children in the Schools Singing Programme with a particular interest in singing are offered places in 18 after-school regional choirs. These choirs - based in Bradford, Huddersfield, Pontefract and Wakefield, and made up of Junior, Boys, Girls and Youth groups - provide liturgical music for parishes, participate in competitions and give regular concerts. They enjoy a wide range of partnerships, including concerts and recordings with the Gabrieli Consort, student visits and musical collaborations with the University of Notre Dame, Indiana, and the University of Texas at El Paso. The choirs tour regularly, most recently to Rome, singing at St Peter's, St Maria Maggiore and the Venerable English College. There are regular Radio 3, Radio 4 and BBC1 television broadcasts from the Cathedral, and churches in Bradford and Huddersfield, including recent broadcasts of BBC1 Midnight and Christmas Day Masses.

Leeds Cathedral Choirs

The after-school choirs in the Leeds area comprise the six boys and girls choirs of Leeds Cathedral. The Cathedral Choirs maintain the eight sung weekly services of Mass and Vespers with a repertoire centered on Latin polyphony and Gregorian chant. The back rows include some student choral scholars, however the bulk of tenors and basses are boys who have graduated from the treble choirs, using the model of the German boys choirs. The Cathedral Choirs have made numerous live national television and radio broadcasts and recorded for Herald AV and Brilliant Classics.

The Keyboard Studies Programme

The Keyboard Studies Programme was founded by [David Pipe](#), previously Assistant Director of Music at York Minster, in 2016. There are currently five instrumental teachers in post, providing tuition in a family of related keyboard instruments (organ, accordion and piano). We are grateful to the Liz and Terry Bramall Foundation and a number of other trusts that provide bursaries so that all talented children in state education are able to receive lessons, irrespective of their financial circumstances.

We are seeking to recruit up to two full-time organ, classical accordion, and piano tutors and an Assistant Director of the Keyboard Studies Programme.

Organ

There are currently 30 organ pupils within the Programme. We have enjoyed notable successes so far: a recent student is currently a Cambridge Organ Scholar reading Music, and several others are now pursuing careers within the profession as teachers and performers. There are three university student Organ Scholars at Leeds Cathedral in addition to a Sixth-Form Scholar, each receiving regular tuition in solo performance and accompaniment. Students are given performance opportunities in the annual Leeds International Organ Festival. The Programme's organ studies strand benefits from a close relationship with the Royal College of Organists and the University of Huddersfield. Plans are afoot to publish a new tutor book for beginner organists, with encouragement and inspiration as its driving force.

The Keyboard Studies Programme has access to an excellent selection of Diocesan instruments. In addition to Leeds Cathedral's four-manual Klais organ, there are fine Skrabl instruments in St Patrick's Huddersfield and St Joseph's Bradford. For practice and additional teaching, the Cathedral Chambers facility has four small pipe organs and two digital instruments.

Classical Accordion

We would like to establish the largest and highest quality teaching school in the UK for the classical accordion. This modern instrument is relatively unknown in the UK. Its musical versatility and portability, however, make it ideal for more widespread music education, as has been achieved in Scandinavia and

Asia. In addition, it is increasingly used in contemporary and experimental music. Owen Murray, Professor of Accordion at the Royal Academy of Music, has provided great support for this new initiative, and it is our hope that this new programme will enable children from the UK to study at the top international conservatoires. The Music Programme has a stock of 20 beginner piano accordions, six c-system free-bass accordions, a further 10 c-system converter accordions on order from Pignini in Italy, with a budget for additional instruments as required. There are currently 18 students studying accordion. The new tutor would be expected to lead the programme strand, increase the number of students, develop opportunities for ensemble playing (including choral accompaniment), produce a tutor book for the classical instrument, and establish a similar international profile for the accordion to that achieved by the Leeds International Organ Festival.

Piano

There is a growing number of piano pupils within the Programme, all taught at Cathedral Chambers on a fleet of modern Yamaha upright instruments. We strive to provide stimulating tuition in a variety of musical styles to pupils from beginner upwards. Many of our pupils progress to the highest grades, and our tuition provides an inspirational platform for them to pursue piano studies throughout their secondary education and on to university level.

Leeds International Organ Festival

Leeds International Organ Festival (LIOF), founded in 2018, brings artists of international standing to Leeds each summer, with weekly recitals on Leeds Cathedral's magnificent Klais organ at the very heart of the festival. Recent artists have included Ourania Gassiou (Megaron Concert Hall, Athens), Thomas Heywood (Melbourne, Australia) and Friedhelm Flamme (Vox Organi Festival, Germany). In addition these distinguished artists have led workshops for our young students, with classes from Winfried Bönig (Cologne Cathedral) and Gonny van der Maten (Soest, The Netherlands). Not restricted to classical repertoire, LIOF featured Van Morrison's percussionist, Teena Lyle, in concert with David Pipe in 2019. Since 2020, the festival has also included the accordion, featuring some of the Royal Academy of Music's prize-winning accordionists. In 2019 we welcomed Sir James MacMillan for an evening 'in conversation' with Richard Mantle of Opera North, and look forward to a similar event with Judith Weir CBE in 2021.

The Festival's primary school organ day is central to our aspirations for young players. This summer, several hundred school children will come together in Leeds Town Hall for an exciting day filled with specially-curated organ music and hands-on introductions to the instrument.

Some application questions

- *I have choral directing skills and keyboard instrument teaching expertise. Would you consider offering a job that enables me to work in both areas?*

Absolutely, yes: such breadth of skill is very appealing. Just indicate interest in both areas on your application form. Half of the current staff have professional skills in both areas whilst others are solely choral or instrumental specialists.

- *Should I apply for one of the two management positions (Assistant Director of the Schools Singing Programme or Assistant Director of the Keyboard Studies Programme)?*

These roles require proven personal resilience, an aptitude for people management, and some financial acumen. The majority of the time will be spent on musical duties with a lesser proportion on management of the overall programme.

- *Will my salary increase over time?*

Yes, we offer cost-of-living increments and a salary development scale of five points.

- *Would you consider offering part-time posts?*

Our preference as an employer is always to offer full-time permanent roles. If there is a particular reason you are seeking a part-time role, you should state this clearly on your application and we will give this consideration. All of our Choral Directors are full-time but some of the current keyboard tutors are part-time.

- *Do I have to be Catholic?*

There's no requirement to be Catholic. All employees of the Diocese are expected to be sympathetic to the teaching and practice of the Catholic Church and to uphold the values and principles of safeguarding within the Catholic Church in England and Wales.

- *How do I find out more?*

Look at our [choral](#) and [keyboard](#) Facebook pages, [Schools Singing Programme](#) and [Leeds International Organ Festival](#) YouTube channels or listen to the LIOF [podcast](#).

We welcome enquiries prior to application and if you would like an informal conversation with Tom Leech (Director of the Schools Singing Programme), David Pipe (Director of the Keyboard Studies Programme) or Ben Saunders (Diocesan Director of Music) then please contact us by email at office@dioceseofleedsmusic.org.uk

Job Description for Choral Directors and Instrumental Tutors

(Draft for purposes of recruitment)

	Schools Singing Programme	Keyboard Studies Programme
Post Title	Choral Director	Organ/Classical Accordion/Piano Tutor
Reporting to	Director of the Schools Singing Programme	Director of the Keyboard Studies Programme
Time commitment	The hours are full-time at 37 hours per week, however exceptional part-time applications may be considered	
Location	The Diocese of Leeds	
Date of commencement	1 May or 1 September 2021	
Purpose of post	To develop music in the Diocese of Leeds	
Employer	The Diocese of Leeds Trustee	
Probationary Period	Six months	
Remuneration	Starting salary of £24,000 with a development plan up to a further £5,000. Mileage allowance in fixed profit car scheme. Contributory pension scheme available.	
Conditions	<p>Music Programme Staff must have read, fully understand and adhere to the Church's policies for safeguarding children, young people and vulnerable adults.</p> <p>This post is subject to an Enhanced Disclosure from the Disclosure and Barring Service.</p> <p>This post requires travel in the Diocese and a full UK driving licence.</p>	

Job Description for Assistant Director of the Schools Singing Programme and Assistant Director of the Keyboard Studies Programme

(Draft for purposes of recruitment)

	Schools Singing Programme	Keyboard Studies Programme
Post Title	Assistant Director of the Schools Singing Programme	Assistant Director of the Keyboard Studies Programme
Reporting to	Director of the Schools Singing Programme	Director of the Keyboard Studies Programme
Time commitment	The hours are full-time at 37 hours per week	
Location	The Diocese of Leeds	
Date of commencement	1 May or 1 September 2021	
Purpose of post	To develop music in the Diocese of Leeds	
Employer	The Diocese of Leeds Trustee	
Probationary Period	Six months	
Remuneration	Starting salary of £27,500 with a development plan up to a further £5,000. Mileage allowance in fixed profit car scheme. Contributory pension scheme available.	
Conditions	<p>Music Programme Staff must have read, fully understand and adhere to the Church's policies for safeguarding children, young people and vulnerable adults.</p> <p>This post is subject to an Enhanced Disclosure from the Disclosure and Barring Service.</p> <p>This post requires travel in the Diocese and a full UK driving licence.</p>	

Person Specification

Successful candidates will inspire confidence and trust and will be able to demonstrate:

Personal and professional ethos

- Friendly and approachable manner
- Excellent preparation and organisation skills
- Willingness to undergo training and personal development as necessary
- Understanding the importance of respect for others, equality and respect for diversity
- The ability to work flexibly
- Sympathy to the teaching and practice of the Catholic Church and will uphold the values and principles of safeguarding within the Catholic Church in England and Wales

Professional knowledge

- Education to degree level or equivalent in any subject
- Prior experience of teaching class and choral singing or instruments to children
- Deep knowledge of and passion for music
- Understanding of safeguarding responsibilities and best practice

Professional skills

- Experience of performing a wide range of repertoire in school and performance contexts
- Ability to plan and prioritise work, and work on own initiative without direct supervision
- Able to perform all duties and responsibilities in the work locations, with reasonable adjustments if necessary (Disability Discrimination Act 1995)

In addition the posts of Assistant Director of SSP / KSP require

- An understanding of people management
- An understanding of budgetary responsibility and willingness to think strategically
- A proven track record of musical excellence in choral direction or keyboard performance
- Considerable experience of and a proven record in choral or keyboard teaching, particularly with children of all ages and abilities
- An excellent communicator, skilled in consultation and able to act as an ambassador for their Programme
- Good IT skills, including the use of social media in publicity

Application Form

1. Personal Information

Surname:		Forename:	
Address (for correspondence):			
Telephone:		Email:	

2. Post applied for: You may apply for the position of ‘Choral Director’, ‘Instrumental Tutor’, ‘Assistant Director of the Schools Singing Programme’, or ‘Assistant Director of the Keyboard Training Programme’. If you would like to apply for a joint post then please write ‘Choral Director and Instrumental Tutor.’

Name of post:	
Specialist Instrument(s): (complete this only if applying for an instrumental or joint post)	
This post requires travel in the Diocese and a full UK driving licence. Please confirm that you hold one or are in the process of obtaining one.	

3. Most recent employment

Employer:		Job title:	
Date of appointment:		Date of termination:	
Current Salary:		Notice period:	

Please describe the main duties and responsibilities of your current / most recent post:

4. Employment history: Please give full details of **ALL** previous employment and explain any gaps.
 (Please complete in chronological order, starting with the most recent)

Name of Employer	Job Title	Main duties	From (Month/Year)	To (Month/Year)	Reason for leaving

If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 18. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

Dates (from – to)	Activity

5. Education and professional qualifications

(Please complete in chronological order, starting with the most recent)

School/College/University	From (Month/Year)	To (Month/Year)	Qualification and Date of Award

6. Continuing Professional Development

Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post.

Course Title	Course Provider	Length of Course	Dates From – To	Award / Classification (if applicable)

Safeguarding:

Please provide details of your most recent safeguarding training:

Professional Memberships:

Please list any professional bodies of which you are a member:

Interests and Hobbies:

Please list your interests and hobbies outside of work:

Supporting Statement:

Please provide a written statement of **no more than 500 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the job description and person specification applicable to the post. You should pay attention to the national standards for the position for which you are applying.

7. References

Please give the names and addresses of two people we may approach for a reference, who can comment on your suitability for this position. One referee must be your present or most recent employer.

In accordance with Keeping Children Safe in Education (2018) we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. Please advise if you do not want us to take up references at this stage and provide reasons.

Referees will also be asked for information about:

- all disciplinary offences (including those where the penalty is “time expired” if relating to children); and
- all child protection allegations including the outcome of any child protection investigations.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

Present/Most recent employer			
Name:		Job title:	
Address:			
Postcode:		Telephone:	
Email:			
Permission to contact the referee prior to interview		YES/NO	

Second Referee			
Name:		Job title:	
Address:			
Postcode:		Telephone:	
Email:			
Permission to contact the referee prior to interview		YES/NO	

Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks

The Diocese of Leeds is obliged by law to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes No

If yes please provide full details:

It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box you consent to a DBS Check(s) being made:

Rehabilitation of Offenders Act 1974

If you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013), then the details of these must be disclosed if you are invited for an interview.

If you are invited for an interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant section of the Disclosure Form.

Request for Your Consent to Process Your Data

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

Important information regarding your consent

1. We are Diocese of Leeds Music Programme, Cathedral House, Great George Street, Leeds, LS2 8BE.
2. Being an education provider we work closely with the Diocese of Leeds Safeguarding and Education Departments and the Catholic Education Service with whom we may share information you provide on this application form if we consider it is necessary in order to fulfil our functions.

3. The person responsible for data protection within our organisation is Robert Finnigan and you can contact him with any questions relating to our handling of your data. You can contact him at DPO@dioceseofleeds.org.uk or 0113 261 8031.
4. We require the information we have requested on this form in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data¹ this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.
7. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
8. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
9. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
10. To read about your individual rights you can refer to our fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting Diocesan Director of Communications and Press Secretary to the Bishop of Leeds, Rowan Morton-Gledhill at complaints@dioceseofleeds.org.uk or 07703 341527. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner's Office via their website at www.ico.org.uk.

Request for your consent

Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:

- I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes No
- Please check this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-11 above
- I agree to my personal data being shared as stated in paragraphs 2 and 5 above: Yes No

Immigration, Asylum and Nationality Act 2006

The Diocese of Leeds Music Programme will require you to provide evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. More information can be found in the Notes to

¹ Article 9(1) GDPR sets out the special categories of personal data as follows: "personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation...."

Applicants. By checking the box below you confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested:

Immigration Act 2016

The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. The requirement is applicable to public sector workers with public-facing roles as per the statutory code of practice relating to Part 7 of the Immigration Act 2016.

Declaration

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) (England only) or the Education Workforce Council (Wales only) and/or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for an interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Signature:	Date:
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Please return form to Jessica Shears, Diocese of Leeds Music Administrator and Fundraiser, by email to office@dioceseofleedsmusic.org.uk





'Leeds Cathedral operates five or six different choirs, all drawn from inner-city state schools, ticking every diversity box, and a programme that reaches over 4,000 kids each week. That's fantastically encouraging and a great role model. With the state of music in state schools so dire at present, cathedrals can play a huge part in reaching out to children who will otherwise miss out on any sort of music education.'

Harry Christophers CBE, (The Times, August 2020)
