



BIRMINGHAM CATHEDRAL

The Cathedral Church of Saint Philip

JOB DESCRIPTION

JOB TITLE:	Choir Chaperone
RESPONSIBLE TO:	Head of Music
KEY INTERNAL RELATIONSHIPS:	Boy and Girl Choristers, Head of Music, Assistant Head of Music, Organ Scholar, Voice Coach, Soprano Choral Scholars, Lay Clerks, Canon Precentor
JOB PURPOSE:	To strengthen the support and supervision of the Boy and Girl Choristers and the safeguarding and pastoral wellbeing of all members of the Cathedral Music Department
SALARY:	£9,682 PRO RATA (£19,629 FTE)
PENSION:	Subject to meeting the relevant criteria you will be enrolled in the Cathedral's Pension Scheme with 8% employer contributions.
HOURS:	18.25 hours per week (breakdown of hours detailed in full job description)
HOLIDAYS:	14 days (PRO RATA) plus bank holidays

MAIN DUTIES

1. To take a leading role in the safeguarding and pastoral care of the Boy and Girl Choristers, including on their arrival and departure
2. To coordinate the provision of choir teas
3. To act as chaperone at rehearsals, services, concerts, recordings, teas, social events and on choir tours and to take a lead in preventing unauthorised photography and filming
4. To support and uphold behaviour management among the Boy and Girl Choristers
5. To be the whole choir's provider of first aid and mental health first aid
6. To coordinate and oversee additional volunteer chaperones as required
7. To supervise and maintain the choir robes and arrange for their periodic laundering
8. To support and maintain good relationships with the adult music staff and the choir parents and carers
9. To undertake any necessary training in safeguarding, first aid, mental health first aid and to become and remain a local authority approved chaperone

PERSON SPECIFICATION

The applicant must be able to demonstrate the following criteria through their application

Criteria	Essential	Desirable
Education, Qualifications and Training:		
First Aid and Mental Health First Aid qualifications, or willingness to train for them	√	
Approval as a local authority chaperone, or willingness to train for it	√	
Work and other relevant experience:		
Experience of working safely with children	√	
Aptitude and enthusiasm for working with and providing care for children	√	
Experience of working alongside children in a church context		√
Personal Qualities:		
In sympathy with the ethos and values of the Church of England	√	
Organised, communicative and forward-thinking	√	
A pleasant manner, able to relate easily to adults and children	√	

BREAKDOWN OF NORMAL WORKING HOURS

Sunday

0930-1230

1400-1645

Monday

1600-1830

Tuesday

1600-1830

Wednesday

1600-1830

Thursday

1600-1830

Friday

1600-1830

There may be some fluctuation in these hours in keeping with the choir timetable. If for any reason a Boy or Girl Chorister is not collected on time, the matron may be one of the two adults required to wait with them, but a margin of error has been incorporated into the hours.

This role is subject to an enhanced DBS check.

The job title of *matron* gives the best sense of the role but is not intended to imply any assumptions about gender as the post is open to applicants of any gender.