

MOUNTVIEW

Job Description

JOB TITLE:	Senior Singing Tutor
RESPONSIBLE TO:	Heads of Singing
RESPONSIBLE FOR:	Supervision of visiting Singing Tutors as agreed with Heads of Singing

WELCOME TO MOUNTVIEW

From Sally Ann Gritton, Principal & CEO:

Mountview is a vibrant and dynamic organisation to be a part of. Dedicated to ensuring the future of the creative industries, we train actors, practitioners and technicians to the highest standards. The staff team are highly skilled, friendly and dedicated, and as a result Mountview is flourishing with creativity. We are an outward-looking organisation, with ambitions spanning local, national and international activity. Our home in Peckham is beautifully purpose-built and we thrive in it. However, Mountview is not a building, it is an ethos, and we have recently launched four regional sites for some of our training. Mountview is a happy and energetic workplace which celebrates kindness and difference, and succeeds through a shared pursuit of getting things done well.

Our core values, which guide and inform everything we do and believe, are:

- **CHALLENGE THE STATUS QUO**
doing things differently and courageously; allowing curiosity to drive us; being motivated by new ideas and pushing boundaries; celebrating dynamic and playful exploration; influencing industry with progressive practice; inspiring everyone we reach.
- **CREATE BELONGING**
welcoming all people from all backgrounds; implementing anti-oppressive practices; actively seeking to break down barriers to inclusion; creating access; embedding Equality, Equity, Diversity, and Inclusion approaches; celebrating difference.
- **SUSTAIN THE FUTURE**
environmental mindset, maintenance, and renewal of existing resources; retaining rigour and integrity of our quality and standards; financial sustainability; resilience and wellbeing and supporting with nurture and kindness.
- **COMPASSIONATE COLLABORATION**
elevating ideas by working together with respect, sharing our warmth, creativity, and resources; finding strength in partnerships and collaborating internally and externally; developing cultural competency; listening; utilising networks.
- **TRANSPARENT COMMUNICATION**
being appropriately open with our information and processes; developing liberatory training practices; compassionate and clear communication; solutions focussed; ownership of responsibilities with clear accountability; observing data privacy.

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I hope you will enjoy getting to know more about Mountview and wish you well in the application process should you choose to apply. You are welcome here.

WE DO THINGS DIFFERENTLY

Whether through our higher education programme, our participation work or Mountview Exams, our training aims to develop skills, grow confidence, celebrate creativity and reward individuality.

As one of the UK's leading drama schools, we develop actors and practitioners who will become the future of the creative industries. Through innovative practice, new approaches to working and close relationships with industry, we cultivate graduates who are independent, generous and actively connected to the issues of the day.

The arts can enrich and change lives. We are passionate about dismantling barriers to the arts and engaging with communities in Peckham and beyond. Every year we share our space, expertise and resources, opening up access to the dramatic arts for all ages and abilities, while simultaneously learning from and collaborating with the vibrant cultural ecology on our doorstep.

Mountview is synonymous with exceptional Musical Theatre training and we are widely considered to lead the field as global innovators. We are proud to have launched our own examination board, offering graded Musical Theatre qualifications. Our unrivalled expertise brings a fresh approach, sharing our values with people of all ages and at all stages in their development.

Today's students join a constellation of graduates making their mark on the profession. Actors Grace Hodgett Young (*Sunset Boulevard*), Ben Joyce (*Back to the Future*), Louisa Harland (*Derry Girls*), Artistic Director Rachel Bagshaw (*Unicorn Theatre*), Musical Director Sean Green (*Get Up, Stand Up!*), Olivier Award-winning actor Giles Terera (*Hamilton*) and actor Eddie Marsan are just a few of our notable alumni.

MAIN PURPOSE OF THE ROLE

The Senior Singing Tutor is a key member of Mountview's Performance team, responsible for the delivery of individual and group singing lessons, contributing to the delivery and development of the singing curriculum as a whole, and providing pastoral care to a number of personal tutees.

Reporting to the Heads of Singing, and working closely with other staff across Performance disciplines, the post holder will ensure that students receive the highest possible levels of tuition, guidance and support, and that tuition is responsive to students' individual development and the needs of the professional creative industries.

We welcome applications from candidates interested in working either full time or part time hours.

MAIN DUTIES AND RESPONSIBILITIES

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as operationally required.

Training and Tuition

- Deliver individual and group singing lessons with particular focus on postgraduate delivery.

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- Provide additional support and singing tuition to students working on projects and performances as required.
- Occasionally lead a project, rehearsal or other singing activity as required.
- Contribute to the delivery and development of the singing curriculum as a whole.

Student Learning, Progression and Assessment

- Ensure that singing tuition is set within a clear, agreed and supportive framework for student progression and development.
- Contribute to student assessment and feedback processes, procedures and meetings.
- Ensure that all singing teaching and student assessment conforms to agreed standards, academic regulations and quality assurance procedures.
- Complete monitoring, assessment and evaluation reports as required.

Student Recruitment and Welfare

- Contribute to the process of recruiting, selecting and auditioning students.
- Undertake the duties of Personal Tutor for an agreed allocation of tutees and seek to ensure the welfare of students at all times.
- Deal promptly and effectively with student issues or concerns, including disciplinary matters.

Staff and Resource Management

- Assist the Heads of Singing with the recruitment and support of visiting singing staff.
- Help plan staffing and the resourcing for singing work, and work within agreed budgetary parameters and financial policies and procedures.
- Assist with the efficient and effective day-to-day delivery of the singing programme.
- Maintain the highest levels of health and safety standards and work within agreed health and safety policies and procedures.

Team Working

- Work collaboratively with other Senior Tutors and academic staff in pursuit of shared learning outcomes for students.
- Work constructively as part of the Singing team to ensure that key shared goals are achieved and issues resolved as required.
- Take part in staff, student and other meetings, including assessment meetings, as required.
- Undertake training and personal development as required/agreed.

Other Duties

- Any other duties as may be reasonably required.

PERSON SPECIFICATION

Specialist Training and Teaching Experience

- Extensive knowledge and experience of teaching contemporary and canonical singing pedagogies and models, with a focus on science-based approaches.

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- Exceptional teaching skills and experience informed by sound and proven physiological principles and an understanding of the anatomy of phonation and respiration.
- Experience of teaching singing at advanced levels, particularly as part of a professional vocational training programme.
- Experience of working in an academic environment, preferably at higher education or conservatoire level.
- Relevant teaching qualification desirable.
- Strong commitment to training the next generation of performers for the professional creative industries.

Singing Skills and Experience

- Performance degree or equivalent with evidence of vocational training in singing and singing pedagogy.
- Knowledge and experience of a broad range of musical theatre repertoire.
- Professional performance experience in the theatre-making process.

Personal Qualities and Attributes

- Experience of working flexibly and productively as part of a creative team of full time and visiting staff with the ability to inspire, encourage and motivate others.
- Ability to work creatively and imaginatively but also with close attention to detail.
- Ability to communicate effectively, both verbally and in writing.
- Ability to prioritise and manage workload and practical delivery of programme of work as required.
- Ability to take initiative, problem-solve and work within clear delegated levels of authority with a calm, positive and professional approach.
- Commitment to own professional development.

TERMS AND CONDITIONS

Salary: Circa £34K per annum, depending on experience (pro-rata for part time hours).

Contract: Permanent.

Hours: Option of full time OR part time hours, dependent on candidate.

Full time contract: 40 hours / 5 days per week, 9am to 6pm, Monday to Friday, with a 1 hour unpaid break each day.

Part time contract: no less than 24 hours / 3 days per week, to be worked as agreed with line manager, with appropriate unpaid breaks.

Additional hours may be required, as agreed with the post holder and determined by the needs of the business. The post holder may be able to take time off in lieu, within 2 months, having agreed it with their line manager.

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Holiday: 28 days in the first year, including bank holidays, rising with length of service thereafter to a maximum of 38 days.
Mountview also has a paid operational closure over the Christmas holiday period which totals up to 7 additional days, excluding bank holidays.

Location: All holiday entitlements are pro-rata for part time staff.
This post is based at Mountview's premises in Peckham, London SE15. We reserve the right to require the post holder to work at such other place of business in Greater London as the organisation may require, or work from their own home for online delivery when necessary.

OTHER BENEFITS

- Complimentary staff tickets for public performances, subject to availability and policy.
- Pension scheme with NOW Pensions.
- Access to interest free season ticket loan upon successful completion of probation.
- Access to salary sacrifice cycle to work scheme upon successful completion of probation.
- Generous sick pay.
- Enhanced family leave.
- Training and development opportunities, including time off for development.
- 25% fee remission for undergraduate and postgraduate degrees at University of East Anglia, subject to qualifying criteria and certain exclusions.
- Confidential 24-hour counselling service available to you and family members who live with you.
- Access to the TalkLife Workplace, a global community of like-minded people supporting each other day and night.
- Contribution to the cost of eye tests and glasses, subject to agreement and policy.
- Extras discounts saving up to 10% on the cost of physical and digital gift cards from big name retailers.
- Access to a bYond Card providing up to 15% cashback when you shop at over 80 household retailers.

RECRUITMENT PROCESS

Closing date: Tuesday 2 December at 9am.

Interviews: First round interviews are expected to take place on Tuesday 9 December.

How to apply: Please send your current CV, with a covering letter and a completed equal opportunities monitoring form, to recruitment@mountview.org.uk.

All applications will be acknowledged. Late applications will not be considered.

Equal Opportunities: We know that diverse groups of people make better decisions. To help us take positive action to improve diversity, we ask candidates to complete an equal opportunities monitoring form. This will not be shared with the shortlisting or interviewing panel but will be used to improve accessibility in our recruitment processes.

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Mountview is committed to diversity and is an equal opportunities employer. We would particularly like to encourage applicants from under-represented backgrounds and value the positive impact that difference has on our institution.

ADDITIONAL INFORMATION

The post holder must at all times carry out their responsibilities with due regard to Mountview's policy and commitment to Equal Opportunities.

The post holder must accept responsibility for ensuring that Mountview's policies and procedures relating to Health and Safety in the workplace are adhered to at all times.

The post holder must respect the confidentiality of data stored electronically and by other means in keeping with the Data Protection Act 2018, and must abide by any related policies and procedures.