



Job Description

Job Title:	Senior Chaperone to the Choristers
Department:	Safeguarding
Line Manager:	Canon Steward
Hours:	11 hours average per week, during Chorister term-time
Salary:	£7,775 per annum (£26,500 FTE)

The job description is an operational document that does not form part of the contract of employment.

It may be that from time to time an individual is expected 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.

St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

St Paul's Cathedral Choir

The Cathedral Choir sings at St Paul's throughout the year and currently consists of around 30 boy treble Choristers, eight probationers and 12 Vicars Choral – all professional adult singers who sing alto, tenor and bass. From September 2023 the Choir will also welcome girl Choristers.

The Choristers, the youngest of whom are aged seven, board at the Cathedral School, where they have access to lots of extra music tuition alongside the normal curriculum. The Chorister Trust helps provide scholarships to help fund the education and musical training of our Choristers, regardless of the financial position of their families.

At the heart of the Choir's work is the singing of Choral Evensong each day, with Choral Mattins and Sung Eucharist on Sundays. They have also sung at many services of national importance, including the Grenfell Tower Memorial Service, a special Evensong in memory of HRH The Duke of Edinburgh, HM The Queen's Platinum Jubilee Service and, in the same year, the service of thanksgiving following Her Majesty's death.

The Cathedral Choir has also performed at the Proms and given concerts around the world, as well as producing many critically acclaimed recordings.

Purpose of the Job

The purpose of this role is to support the Music Department staff in their work with the Cathedral Choristers and to support the Choristers' wellbeing while they are engaged in Cathedral activities.

The welfare of the Choristers is the joint responsibility of the Cathedral and the Cathedral School.

The Choristers are under the care of the Cathedral School staff when on School premises and on the journey to the Cathedral. When they undertake duties in the Cathedral, they are the responsibility of the Director of Music, on behalf of the Cathedral Chapter and the School jointly. The Cathedral School provides chaperones for services and for rehearsals on the Cathedral Floor but not for rehearsals in the Choir Practice Rooms. Therefore, the holder of this post needs to be available at the times shown on the Chorister rehearsal schedule and at least 10 minutes either side to ensure smooth handovers. It is also desirable that the post holder attends at least one Evensong service, at which the Choristers are singing, and one meal in school per week to enable them to get to know the Choristers and contribute to their wellbeing.

The Chaperone may be called upon to assist when the Choristers are involved in Choir duties in a venue outside the Cathedral.

Main Duties

- To attend all rehearsals in the Choir Practice Room, moving between activities taking place in the various rooms, being available 10 minutes before and after the rehearsal.
- To accompany the Choristers on their journey from the Cathedral to the School after rehearsals (with Music Department staff).
- To attend one Evensong service per week at which the Choristers are singing.
- To be available to support the Choristers undertaking duties at times of national importance. These can occur unexpectedly and sometimes during the school holidays.
- To ensure that Choristers are properly dressed and tidy prior to services.
- To attend one meal per week in School – breakfast/dinner/Sunday lunch.

- To build positive relationships with the Choristers and to become a point of contact for their concerns or difficulties and the enjoyment of their role.
- To deal with any unforeseen circumstances such as Chorister illness during rehearsals and to provide basic first aid and/or to liaise with school duty staff/emergency services as necessary.
- To report any child protection or safeguarding concerns immediately to either the School or Cathedral Safeguarding Leads.
- To participate in a weekly Chaperone meeting (0.5 hours), either in person or virtually.
- To attend a weekly pastoral meeting (1.5 hours) with the Director of Music, the Head of Boarding and the School Nurse.
- To manage the Chaperone rota.

Person Specification

Essential experience, knowledge and skills:

- Sympathy with the aims and objectives of the Christian Church and the Anglican tradition.
- Experience of working with children aged 7 – 13
- Experience and knowledge of safeguarding requirements and procedures and expected to share in St Paul's Cathedral's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Adherence to Cathedral Safeguarding Policies and willingness to attend Safeguarding training and report any Safeguarding concerns through appropriate channels
- Clearance from the Disclosure and Barring Service (DBS) at the Enhanced level (with Barred Lists)
- Friendly and approachable, with a good sense of humour
- Proven listening skills and emotional intelligence
- Confident and clear communication skills – written and verbal
- Ability to build strong and effective working relationships
- Ability to oversee behavioural expectations and to ensure the code of conduct is adhered to
- Experience of drawing up and managing rotas

Desirable experience, knowledge and skills:

- Some understanding of the pattern and format of traditional Church of England worship
- Experience and knowledge of basic first aid procedures
- Experience of working in a school
- An interest in music

Regular Rehearsal Times

Day	Time	Activity	Venue
Sunday	09.00 – 10.00	Rehearsal	Choir Practice Room
	10.00 – 12.30	Mattins and Sung Eucharist	Cathedral
	12.30 – 14.00	Lunch	School
	14.00 – 15.00	Rehearsal	Choir Practice Room
	15.00 – 15.45	Evensong	Cathedral
Monday	07.50 – 08.50	Rehearsal	Choir Practice Room
	16.10 – 17.30	Rehearsal	Choir Practice Room
Tuesday	07.50 – 08.50	Rehearsal	Choir Practice Room
	16.10 – 17.00	Rehearsal	Choir Practice Room
	17.00 – 17.45	Evensong	Cathedral
Wednesday	08.15 – 09.10	Rehearsal	Choir Practice Room
	16.10 – 17.00	Rehearsal	Choir Practice Room
	17.00 – 17.45	Evensong	Cathedral
Thursday	NO REGULAR CHORISTER ACTIVITIES		
Friday	07.50 – 08.50	Rehearsal	Choir Practice Room
	16.10 – 17.00	Rehearsal	Choir Practice Room
	17.00 – 17.45	Evensong	Cathedral
Saturday	08.30 – 10.00	Rehearsal	Choir Practice Room
	15.15 – 17.00	Rehearsal	Choir Practice Room
	17.00 – 17.45	Evensong	Cathedral

Chaperone duties commence 10 minutes before start of rehearsal and end 10 minutes after rehearsal finishes.

There is also the requirement to attend one Evensong service between Tuesday and Saturday each week at which the Choristers are singing.

This schedule is followed throughout each Chorister term, which in winter finishes after Evensong on Christmas Day and in the spring term after Evensong on Easter Day.

Chorister Term Dates 2023 – 2024

Autumn Term: Thursday 7 September – Monday 25 December

Spring Term: Tuesday 9 January – Sunday 31 March

Summer Term: Thursday 25 April – Sunday 14 July