

# LIPA

THE LIVERPOOL INSTITUTE  
FOR PERFORMING ARTS

LIPA  
4-19  
ACADEMY

## Job Description

<b>Job Title</b>	Singing Teacher
<b>Salary Scale</b>	LIPA 4-19 Scale - £25.21 per hour or £29.42 per hour for advanced class (inclusive of holiday pay)
<b>Department</b>	LIPA 4-19 Maghull Academy
<b>Responsible To</b>	LIPA 4-19 Programme Leader
<b>Responsible For</b>	No subordinate staff
<b>Number in Post</b>	Varies
<b>Date Drafted</b>	December 2019

### Job Purpose

To provide the LIPA 4-19 with leading edge expertise in the area of singing and training children and young people to required standards, preparing them for productions and performances.

### Major Tasks

1. Deliver teaching sessions to students of different ages (between 7-19 years);
2. Where necessary, to offer individual coaching and advice to students in the area of singing;
3. To prepare songs and musical theatre pieces for end of year productions;
4. Duties common to all LIPA staff.

## Job Activities

### Major Task 1 - Deliver Teaching Sessions

1. Prepare sessions to ensure a wide, exciting variety of singing teaching for students at LIPA 4-19;
2. Follow the LIPA 4-19 curriculum;
3. Arrange song and musical theatre pieces, directing students as appropriate;
4. Correct singing technique, including breath control;
5. Provide song interpretation and presentation skills.

### Major Task 2 - Individual Coaching and Advice

1. Provide advice on vocal technique, anatomy, diction and placement;
2. Coach on pitch and harmony.

### Major Task 3 - Preparation of Song and Musical theatre pieces for end of year productions

1. Select appropriate music according to student capability;
2. Arrange pieces for professional productions;
3. Support acting and dance tutors in terms of bringing musical and vocal awareness to the other disciplines;
4. Work with other staff to co-ordinate the term productions in terms of presentation, administrative/operational requirements;
5. Co-ordinate the singing students during productions.

### Major Task 4 – Common Duties

1. Works flexibly, including contributing to LIPA 4-19 work projects of a general nature and providing cover for other staff;
2. Participates in staff appraisals and training programmes as required;
3. Carries out duties at all times with due regard to Equality and Diversity, Health and Safety and other LIPA 4-19 policies as agreed and revised from time to time.

**Notes:**

The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult of detailed definition and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement, with the person concerned, and will be recorded on the individual's job description. If, however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

**Location:**

The job is initially located at our Maghull Academy on Ormonde Drive. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within his / her competence, such jobs being in his / her present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

**Hours:**

The actual teaching sessions will be 3 hours long on Saturdays (although you will be expected to arrive in good time to collect or register your classes). The sessions will run from 9.30am-1pm, and 2:00-5:30pm. Ideally, we are looking for teachers to teach either a morning or afternoon session, however, dependent on applicants' availability and LIPA's needs at the time negotiation will be possible over the hours worked.

Periodically meetings may need to be held in order to plan and inform staff working on the Programme. In these instances, we will ensure you receive payment for your attendance at an appropriate rate.

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## **Person Specification for the post of Singing Teacher (LIPA 4-19)**

		<b>To be identified by:</b>
<b>Education and Qualifications:</b>		
Formal singing qualification from a recognised institution.	Desirable	Application Form /Certificates
<b>Experience / Knowledge:</b>		
Professional singing experience.	Essential	Application Form/ Interview
Experience and understanding of a large variety of musical genres, including musical theatre, pop, jazz, rock and classical.	Essential	Interview
Experience of creating vocal arrangements including harmony.	Desirable	Application Form/ Interview
Musical Theatre experience.	Desirable	Application Form/ Interview
Experience of working with young people in a teaching environment.	Essential	Application Form / Interview
<b>Skills and Ability:</b>		
Innovative, creative and adaptable.	Essential	Interview
Ability to work well in a team.	Essential	Interview
Enjoy working with young people.	Essential	Interview
Able to play the piano.	Desirable	Application Form
<b>Commitment:</b>		
To Equality and Diversity Policies and Practice.	Essential	Interview
To the provision of a high level of service to the customers of the Academy.	Essential	Interview
Enthusiasm and flexibility.	Essential	Interview