



## **Singing Teacher Job Description And Person Specification**

- We're looking for a new singing teacher to join our small, friendly team.
- Work with small group numbers and students who are motivated to learn.

### **What We Do**

We are one of the largest and most centrally located music and drama schools in Swindon. We primarily focus on piano, singing and drama.

We have been serving our students for over eleven years! Our studios are based in the beautiful Swindon Town Hall, on the top floor of Swindon Dance. This helps make our school a creative and exciting place to have lessons and to work. Many of our students love our lessons so much they keep coming back for many years! We aim for every student who enters our studio, to have a long and creative journey with us.

### **What We Are Looking For**

We are looking for people who are passionate about their craft, sharing their skills and supporting students to learn and grow. We have taken away all the work of invoicing, marketing, administration etc – we get you the students and then you get to do the fun bit of teaching.

# Job Description

Here is an overview of the Singing Teacher position:

- Teach singing to small groups of young people age 6-17 years old
- Prepare students for performances such as end of term showings
- Provide ongoing feedback to students, parents and Hikari Arts team as needed
- Administrative tasks such as planning, reports, managing emails etc
- Maintain regular communication with the Hikari Arts owner and other team members
- Attend team meetings once a month
- Work with an awareness of health and safety and child protection procedures

## Person Specification

Essential	Desirable
A passion for sharing your skills and going on a musical journey with the students.	An ability to follow studio systems and apply feedback provided by the owner and through teacher training.
Enthusiasm for the Hikari Arts core values, including our Christian ethos.	Interest in music, drama, or performing arts education.
A qualification in a music or performance based subject. This is usually a grade 8 standard music exam, diploma or degree. We will consider equivalent experience or other qualifications of a similar level.	Able to teach within a few different genres, e.g. musical theatre, pop, classical, worship, choir etc. There is flexibility here depending on the teacher's own musical interests.
	Flexibility and ability to adapt quickly to changes happening within the studio.

## Job Details

Part-time-Employed

£19 Per Hour. This is an employed role so there is holiday pay on top of the basic rate.

The number of hours a week and days of teaching are somewhat flexible. The teaching will start with a Wednesday or Saturday (depending on the teacher's availability). Other days may become available in time.

There is a team meeting once a month that the Hikari Arts teachers, admin staff and owner attend. The day and time of the meeting is TBC. Teachers are paid at their usual hourly rate for any meetings or training. Please note that due to the nature of this role, the work is based in our space at the Town Hall in Swindon. Remote teaching is not available at this time.

## See What Our Previous Singing Teachers Say

"I enjoyed my time at Hikari Arts, and I can't fault the management. Nina makes a wonderful manager and she is always happy to help. **Hikari Arts is a wonderful place that allows people of all ages and abilities to flourish, while having fun at the same time.**"

*Lottie-Teacher of Pop and Musical Theatre*

"I thoroughly enjoyed my time working at Hikari Arts. **Teaching in the arts is such a privilege and a truly fulfilling position, so it's lovely to be able to do so in such an encouraging environment.** Working alongside Nina was great and she was always there to offer advice and support when needed."

*Bethany-Teacher of Pop and Musical Theatre*

"**Nina has inspired me as a teacher.** She is thorough in her teaching imparting her knowledge and skills clearly through structured lessons. Her patience, generous and friendly personality are all qualities that make Nina a highly professional musician and an outstanding teacher."

*Alicia-Teacher of classical, pop and musical theatre*

“Hikari Arts is a fun-filled, student focused school that **has the students at the heart of every lesson**. A very enjoyable work environment!”

*Georgia-Teacher of Pop Vocals and Worship*

“I have really enjoyed my time teaching here. **The people I’ve met and experience gained will always be remembered.**”

*Jessica – Teacher of Classical and Pop*

## Additional Information

This is the kind of person we are looking for:

- \* You love sharing your skills and making a difference in young people’s lives
- \* You approach your work with an openness and curiosity to learn more
- \* You aim to become the best version of yourself

This job description is not intended to provide an all-inclusive listing of related job activities.

Other related activities may be required in addition to those listed in this job description.

## Hikari Arts Core Values

**1: Honour God:** Eleven years ago Hikari Arts was founded on Christian values and these continue to be the foundation of our school today. Hikari Arts teachers and team members are encouraged to work within guidance which honours the Christian ethos of our school.

**2: Follow The Studio System:** The school is built on systems, either creating new ones or updating existing ones. When processes are systemised, this saves time in the long term and allows everyone to concentrate on the ‘important’ stuff.

**3: Effective Communication:** Pursue effective communication in order to build trust with other team members and the people who we serve.

**4: No Question Is A Stupid Question:** If you are not sure, please ask! Even if it seems simple or obvious. The likelihood is that others would also like to know the answer to that question.

# Would You Like To Join Our Team?

## How To Apply

All successful applicants will be subject to an enhanced DBS check and two satisfactory references.

- Please send a CV and a brief covering letter to our owner Nina, outlining why you feel you would be a great fit for the role! **Email to: [nina@hikariarts.com](mailto:nina@hikariarts.com)**

- Those who are selected to move on to the next stage will be sent further details.

**Closing Date:** Monday 17th October 2022.

- **Interview and Starting Dates:** We aim for Zoom interviews to be held from the 19th October 2022, with an intended start date of the first week of November 2022.

- More information on our singing programme can be found on our website:

<https://hikariarts.com/singing-lessons/>

- For clips of our students performing, go to:

[https://www.youtube.com/watch?v=KdN-tQMyG0s&list=PLxL6ZOt1LmsZwrR52Lu3OhUI-6jVJp9\\_N](https://www.youtube.com/watch?v=KdN-tQMyG0s&list=PLxL6ZOt1LmsZwrR52Lu3OhUI-6jVJp9_N)