
Westminster Abbey



Chaperone

Job description and person specification



Job description

JOB TITLE:	Chaperone, St Margaret's
RESPONSIBLE TO:	Director of Music, St Margaret's
ACCOUNTABLE TO:	Organist & Master of the Choristers
KEY RELATIONSHIPS:	Choristers, Music Coordinator, other Chaperones, singing teacher, Senior Verger
JOB SUMMARY:	To ensure the safety and well-being of the St Margaret's Choristers when they are on duty with the choir.

Main duties and responsibilities

1. Safeguard, support and promote the well-being of choristers during rehearsals and services.
2. Supervise the choristers before and after rehearsals and services and during breaks, including preparing drinks and snacks.
3. Ensure all choristers are properly prepared and on time for each rehearsal and service with the correct music and, if necessary, properly robed.
4. Be on hand during rehearsals and services to support the choristers in the event of any unforeseen circumstance e.g., illness, contacting parents or guardians as appropriate.
5. Keep an accurate attendance record, and deliver it to the Music Coordinator.
6. Be the first point of contact with parents or guardians when on duty, including contacting them if a chorister does not arrive when expected.
7. Ensure every chorister is met by an agreed adult at the end of each rehearsal or service, or has the necessary permission to leave unaccompanied
8. Use appropriate language and actions in the presence of the children
9. Respond to any concerns regarding a chorister's wellbeing in an appropriate, proportionate and timely manner
10. Attend safeguarding meetings with the Director of Music.
11. To adhere at all times to the Abbey's policies, protocols and codes of conduct, with special reference to Safeguarding and Health & Safety matters, and undertake training as required.
12. To undertake any other duties which are within the scope, spirit and purpose of the job, as requested by the head of department.

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks (including the relevant level of criminal record check) on staff and volunteers and require them to complete relevant safeguarding training. This post requires an enhanced level criminal record check.

Person specification

POST: Chaperone for St Margaret's Choristers (part-time, zero hours)

This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.

Essential

Education:

1. Relevant qualification or equivalent previous experience in a similar role.
2. Willingness to complete first aid training upon commencement if not currently qualified.

Experience:

3. Experience of working with groups of young people.

Skills/Aptitudes/Knowledge:

4. Ability to deal with unexpected situations and respond calmly.
5. Ability to work effectively as a member of a team and engage with colleagues.
6. The ability to communicate effectively with children of the appropriate age range.

Personal Attributes:

7. Commitment to the mission and values of Westminster Abbey.
8. Commitment to safeguarding and promoting the welfare of children.
9. Sympathy with the traditions of cathedral music.
10. A genuine interest in the chorister's musical performance and the liturgy and music in which they sing.
11. Enthusiastic and positive demeanour.
12. Efficient, well organised, friendly and with a personable and welcoming manner.
13. Patience, discretion and ability to maintain strict confidentiality.

Desirable

Education:

14. Valid first aid qualification.
15. Already a Licensed Chaperone, or willing to apply for a chaperone license with your local authority

This Job Profile will be kept under review and may be amended by the Dean & Chapter from time to time. Any proposed changes will be discussed with the post holder.