

Senior Orchestral Horn Tutor

RCM Junior Department

Job reference number: 703-25

Applicant Information Pack

Closing date

9am Friday 30 May 2025

Interview date

Saturday 21 June 2025

Late or incomplete applications will not
be submitted to the Shortlisting Panel

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Job Description

Job title	Senior Orchestral Horn Tutor
Department	Junior Department
Hours of work	Part time (Orchestral coaching from 11.00am – 4:00pm on Saturdays during term time only)
Contract type	Permanent
Responsible to	Head of Junior Programmes
Liaises with	Internal Head of Junior Programmes Assistant Head of Junior Programmes RCMJD Administrator, Performance Manager & Administrative Coordinator External RCMJD Parents and pupils
Job overview	The RCMJD is seeking to engage an accomplished and experienced Orchestral Horn Tutor to join our vibrant and thriving department. The post holder will be responsible for coaching the horn section of our RCMJD Sinfonia, RCMJD Symphony Orchestra and RCMJD Symphonic Wind Orchestra in preparation for RCMJD performances and regular prestigious external projects. The successful applicant would join a team of eight highly experienced orchestral tutors who are all active professional musicians.

Key Responsibilities

The successful candidate will be expected:

- To attend the RCMJD on ten weeks per term between the hours of 11.00 – 4.00 p.m.
- To attend and assist during rehearsals of the RCMJD Sinfonia, RCMJD Symphony Orchestra and RCMJD Symphonic Wind Orchestra
- To resolve problems with articulation/phrasing suitable for the level of players within each group discretely during rehearsals
- To run sectional rehearsals when required
- To give clear advice and training on orchestral playing, discipline and techniques
- To observe the horn section with regard to individuals experiencing particular problems in their playing, and reporting any such problems to the Performance Manager or Head of Junior Programmes
- To keep a general eye on behaviour within the section
- To be aware of and respect how our conductors run rehearsals, discussing any issues directly with them before/after rehearsals
- To advise the Head of Junior Programmes on orchestral seating, especially at the start of the year
- Attend the annual RCMJD Teachers' INSET meeting (attendance paid at standard hourly rate)
- Adhere to health and safety standards and work in line with Child Protection legislation
- Undertake Level 1 Safeguarding training once every three years (either online or through in-house training)
- Maintain effective channels of communication with RCMJD colleagues and the RCMJD office via email and telephone

- Promote the general progress and physical/emotional wellbeing of all RCMJD pupils

Special Factors

The successful applicant will need to make a regular commitment to the RCMJD on Saturdays during term-time. Additional chamber music coaching opportunities may be available.

Person Specification

Applicants should demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

Criteria	Description	Essential/ Desirable	How Criteria Are Tested
Qualifications	Widely recognised and highly respected practitioner, either as a performer or teacher	Essential	AF
	Music degree (or equivalent)	Desirable	AF
	Teaching diploma or relevant teaching qualification	Desirable	AF
Experience	Relevant experience of teaching gifted and talented students aged 8 -18	Essential	AF, INT, ST
	Experience of orchestral coaching for nationally recognised musical organisation (e.g. NCO etc)	Desirable	AF, INT
Personal Attributes	Able to teach to an exceptionally high level of technical and musical proficiency	Essential	AF, INT,ST
	Able to communicate effectively with pupils, parents and colleagues both verbally and in writing	Essential	AF, INT
	Able to work in collaboration with conductors and fellow tutors with ease	Essential	AF, INT
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life.	Essential	AF, INT

AF = Application Form INT = Interview

The duties and responsibilities assigned to the post may be amended by the Head of Junior Programmes within the scope and level of the post.

Terms & Conditions

Availability	The post is available from September 2025
Contract type	Permanent

Hours of work	<p>This role is offered on a part time, hourly-paid basis.</p> <p>RCMJD operates on Saturdays during term-time only.</p>
Rate of pay	<p>The current rate of pay for Junior Department teachers is £42.70 per hour</p> <p>Junior Department teachers are paid through the RCM payroll</p> <p>Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.</p>
Visas/ Right to Work in the UK	<p>If you have time limited permission to work in the UK you must provide full details on your Application for Employment form.</p> <p>If you do not have permission to work in the UK but would be eligible to apply for a Visa you must state the applicable route on your Application for Employment form. We suggest you use the online tool provided by the government to explore your eligibility and options relating to Visas. Visa Checking Tool</p> <p>Some applicants including prospective professors, may wish to explore the Global Talent Visa route. Further information about endorsement for this visa can be found on the Arts Council website.</p> <p>This is not a role for which the RCM will act as a sponsor for the Skilled Worker route.</p>
Immigration Advisors	<p>The HR department cannot act as immigration advisors however if you are an international student studying in the UK you can seek guidance from the UK Council for International Student Affairs (UKCISA). Alternatively the Office of the Immigration Services Commissioner (OISC) which regulates immigration advisers maintains a list of approved Immigration Advisors.</p>
DBS check	<p>Any appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).</p>
Probation	<p>The post has a twelve-month probationary period.</p>
Notice period	<p>The appointment will be subject to termination by not less than one clear term's notice. Notice during probation will be one month's notice by either party.</p>
Pension	<p>The National Employment Savings Trust (NEST) is available for all junior department teachers, regardless of earnings. Employment with the Royal College of Music is automatically pensionable and teachers are enrolled in the scheme if they meet minimum criteria, unless they elect not to join the scheme. Employees electing not to join NEST may apply to join at a later date but this will be at the discretion of NEST and is not guaranteed. Details of the scheme are available from the NEST website: http://www.nestpensions.org.uk. Employer contributions are paid for members of NEST but are not made available for personal pension plans.</p>

How to Apply

Closing date	9am Friday 30 May 2025
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Applications received after the stated closing date will not be considered.

Interview date **Saturday 21 June 2025**

Shortlisted candidates will be notified in due course.

We communicate interview dates in advance to ensure candidates have adequate notice to make arrangements. Regrettably we are unlikely to be able to accommodate alternative interview dates.

To apply To apply, please submit the following documents available on the RCM jobs page

- Application Form
- Equal Opportunities Form

The above documents should be sent to recruitment@rcm.ac.uk by the stated closing date.

We encourage applications by email however if you wish to post your application you must ensure this reaches us by the closing date.

Late Application Forms, incomplete Application Forms, Application Forms submitted in a format other than Word or PDF and CVs without an Application Form will not be accepted.

Alternative formats If you need to receive our recruitment documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.

Interview process Interviews will take the form of a panel interview, normally comprised of three staff members however more senior positions may have larger panels. Details of the interview panel will ordinarily be included in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.

As part of the interview format you may be invited to take a brief tour of our facilities, details will be included in your interview invitation and we will be happy to accommodate accessibility requirements.

A test or presentation may form part of the interview process and details will be provided in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.

Staff Benefits

Travel Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.

We also offer a tax-free bicycle loan under a similar repayment scheme.

Events There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.

Eye tests & hearing tests The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.

Employee Assistance Programme	All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.
Professional Development	The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

About Us

The College	Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 60 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and animateurs. The RCM was ranked as the global top institution for both Music and Performing Arts in the 2025 QS World University Rankings by Subject. The College has held this world-leading place in Performing Arts for four successive years, while Music is a new subject introduced to the rankings in 2024.
Staff	The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.
Location	The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.
Junior Department	The Royal College of Music Junior Department (RCMJJD) is a specialist term-time only Saturday school offering advanced training to musicians between the ages of 8 and 18. Students combine studying at RCMJD with their general education at their chosen week-day school. Students come together at the RCM London each Saturday for a tailor-made programme of individual instrument/voice/composition lessons, chamber music, orchestral and choral training, and general musicianship. Our staff are professional performers/composers as well as teachers and offer the highest standards of tuition and coaching. Most RCMJD students continue their musical studies at the RCM or other major conservatoires/universities.

The Royal College of Music is an Equal Opportunities employer.

Miranda Francis

Head of Junior Programmes
May 2025

