



**Merchant Taylors'**  
**School**

Ambition | Character | Excellence

## **Merchant Taylors' School, Liverpool**

### **Appointment of Vocal Coach and Choral Assistant**

Candidate Brief and  
Information for Applicants

Merchant Taylors' School  
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## About Merchant Taylors' School

Merchant Taylors' School in Crosby, Liverpool, is one of the North West's most respected independent schools, educating girls and boys aged 4 to 18. With over 400 years of history and a reputation for excellence, we are proud to be a school that honours tradition while embracing innovation.

As of September 2025, we are a fully co-educational school across all age groups, creating a unified and inclusive learning community. Our closely connected sites include:

- **Stanfield Preparatory School** – Coeducational, Reception to Year 6
- **Merchant Taylors' Senior School** – Coeducational, Years 7 to 13, based at the Harrison Site

This strategic transformation marks a new chapter in our history, one that is defined by ambition, collaboration, and a commitment to excellence. We are investing significantly in our estate, curriculum, and staff development to ensure that every pupil receives an education that prepares them not just for exams, but for life.

At Merchant Taylors', we believe that outstanding schools are built by outstanding people. Our staff, both teaching and professional services, are central to our success. We value creativity, initiative, and a shared commitment to nurturing young minds. We offer:

- A forward-thinking and supportive working environment
- Opportunities for professional growth and leadership
- A culture of collaboration, innovation, and continuous improvement
- A strong sense of community, underpinned by Christian values of compassion, respect, and integrity

Our Strategic Direction 2025–2030 sets out a bold vision: to be the leading independent school in Merseyside. We are committed to outreach, inclusion, and educational excellence, and we seek colleagues who share our passion for shaping the future of education.

If you are motivated by purpose, inspired by challenge, and committed to making a difference, we invite you to join us.

## The Post

We are seeking to appoint a Vocal Coach and Choral Assistant to work on a casual basis. The purpose of the role is to support pupils through the Vocal and Choral Programme throughout our Primary and Secondary Schools (including 6th form). Pupils involved in the programme undertake a series of informal and formal concerts, participate in local and international competitions and regularly tour.

The position will see the successful applicant delivering the following key responsibilities;

## **Key responsibilities**

- Deliver well-structured, accessible and engaging lessons, sessions and workshops to support pupils to make progress with their voices
- Arrange and/or take sectionals or rehearsals when required
- Cover vocal technique and healthy production in lessons, including musicianship and sight-reading skill development
- Organise their own timetable in accordance with the school day and required rotation system
- Provide support to the music department and undertake any appropriate tasks as requested by the Director of Music
- Attend concerts, recitals, other events and parents' evenings as requested by the Director of Music
- Use a register system to record pupils' practice and attendance.
- Be responsible for own professional development through active learning and reflective practice.
- Attend training as required including INSET days at the start of each term and a termly VMT meeting

## **Marketing**

- To be an ambassador for Merchant Taylors' Schools; representing the Schools with professionalism, enthusiasm and loyalty at all times.
- To understand and appreciate the ethos, aims and objectives of Merchant Taylors' Schools, and be able to relate these to the wider community when required/asked.
- To assist with Open Days and other events where applicable and as required.

## **Safeguarding Responsibilities**

- The provision of a safe environment in which children and young people feel heard.
- Being aware of the indicators of abuse and neglect.
- Ensuring vigilance in recognising changes in behaviour or mood.
- Reporting safeguarding concerns in line with the School's Safeguarding Children and Child Protection Policy.
- Attending Safeguarding training and updates as requested by the School.

The duties of this role meet the definition of regulated activity relevant to children and an enhanced DBS check with children's barred list is appropriate.

## General

This job description is current at the date of advertising but may be changed to reflect or anticipate changes in the job commensurate with the salary and role. Annual objectives will be agreed between the post holder and their line manager. The job description and person specification does not form part of a contract of employment and each individual task may not have been precisely identified within the duties and responsibilities above. It would be expected that the post holder would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

## Terms and Conditions

We are seeking a casual working arrangement whereby the hours of work will be flexible based on pupil interest and departmental requirements.

## Benefits

The successful candidate will be able to take advantage of a number of benefits which include:

- Working as part of a committed and talented team of professionals
- Competitive hourly rate
- Membership of the Schools' administrative pension scheme when the earnings threshold has been met
- Life insurance benefit as part of pension membership
- Access to our on-site fitness suite
- Access to our employee assistance programme providing a 24-hour counselling and advice line
- Support for your continuous professional development

## Personal Specification

Job title – Vocal Coach and Choral Assistant		
Criteria	Essential	Desirable
<b>Qualifications</b>		
<ul style="list-style-type: none"><li>• Educated in a relevant subject to degree level or equivalent</li></ul>		✓
<b>Skills</b>		

<ul style="list-style-type: none"> <li>• Ability to teach well planned, engaging and suitable lessons and demonstrate a passion for the voice</li> <li>• Excellent communication and interpersonal skills, together with the ability to work collaboratively staff and pupils</li> <li>• Ability to work both independently and with others</li> <li>• Ability to plan and co-ordinate activities, establishing clear priorities and deadlines</li> </ul>	✓  ✓  ✓  ✓	
<b>Aptitudes</b>		
<ul style="list-style-type: none"> <li>• Adaptable and flexible</li> <li>• Intuitive</li> <li>• Creative</li> </ul>	✓  ✓  ✓	

### **Safeguarding Statement**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

### **Applications and Deadline**

For more information about Merchant Taylors' School, Liverpool why not visit our website <https://www.merchanttaylor.com/>

If you would like to apply for this rewarding role please go to [www.merchanttaylor.com/join-our-team/support-staff-vacancies](http://www.merchanttaylor.com/join-our-team/support-staff-vacancies)

Candidates should submit an application form via email to [recruitment@merchanttaylor.com](mailto:recruitment@merchanttaylor.com)

Closing date: Friday 21<sup>st</sup> November 2025 at midday however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible. Completed application forms should be returned to [recruitment@merchanttaylor.com](mailto:recruitment@merchanttaylor.com)