Further Particulars for the post of
Director of Music, St John’s College, Cambridge
About St John’s and our College Choir

For more than 500 years, St John's College has flourished as an independent and self-determining community for the purposes of education, religion, learning and research, with an unwavering commitment to academic freedom, excellence, and integrity. We are committed to sustaining and enhancing the College’s global renown for scholarship, across a wide range of disciplines, and we aspire to be regarded as a beacon of academic excellence.

This is a friendly, warm, and welcoming place. The College is held in deep affection by its members, who include around 160 Fellows, about 550 undergraduate and 300+ postgraduate students, some 13,000 alumni worldwide, and by our 250 staff. Our community is a tolerant, inclusive, caring, respectful meritocracy, with genuine joie de vivre. We cherish the diversity of experience, culture, and perspective in members of the College, and the way this enriches our learning and our lives. We seek to balance how we fulfil our purposes today with our stewardship responsibilities for future generations in the College, and for the wellbeing of our planet.

The values and strategic priorities of the College apply equally to our Choir. Excellence and distinction – in performance, in musical education, and in extending and interpreting the repertoire – reinforce our intellectual and cultural standing. The Choir is at the service of the religious needs of the Chapel, and it makes an important contribution to the public benefit generated by St John’s, by encouraging people to connect with the Chapel, the College and our outstanding tradition in cathedral music. Ensuring that the College Choir is first and foremost distinctively Johnian is essential to its success within the College and beyond.

St John’s College is one of the largest and most widely known of the 31 constituent Colleges in the University of Cambridge, which is consistently ranked amongst the top five universities in the world. The College is an independent, self-governing institution with the Master and Fellows comprising the Governing Body of the College, and day-to-day responsibility for management of the College’s affairs resting with the College Council, chaired by the Master, and comprising elected Fellows, and whose members are also the trustees of the charity. St John’s is a highly international community with approximately 15 per cent of its undergraduates and 55 per cent of its graduates coming from overseas. We occupy a beautiful riverside site in the centre of Cambridge, in whose historic buildings students and Fellows live, work, and socialise.

Further information on the College can be found on the College [website](http://www.stjohns.cam.ac.uk).

Director of Music, St John's College, Cambridge
The Role

The College wishes to appoint a successor to Mr Andrew Nethsingha, our current Director of Music, who will take up a new role as Organist and Master of the Choristers at Westminster Abbey on 1 January 2023. The person appointed will be elected a Fellow of the College and will be responsible for setting the direction for the College Choir, continuing to develop and enhance its high reputation.

The postholder may choose on appointment also to provide active support and leadership to foster the wider musical life of the College.

The role benefits from secretarial and administrative support, as well as a part-time Choir Librarian. The College’s Communications Department leads on media and communications.

The role description and person specification set out the key responsibilities and expectations of the postholder. Further information likely to be useful to applicants is set out below.

Chapel Services

The Director of Music works closely with the Dean of Chapel, who by statute is responsible to the College Council for the conduct of divine worship according to the rites of the Church of England. In consultation with the Dean of Chapel, the Director is responsible for the selection of music sung and played in the Chapel, for the purchase of music and for the organisation of the Choir library. The postholder is ordinarily expected to be in residence during University Full Term and otherwise as required by the duties of the office.

Choral Evensong takes place from Tuesday to Sunday during Full Term, and Sung Eucharist takes place at 10.30am on Sundays during Full Term. Additionally, there are choral services outside Full Term, in late June and the early weeks of July. By long tradition, a joint Evensong with the Choir of King’s College, Cambridge, is sung early in July, alternating between the two Colleges. The Choir is occasionally joined by instrumentalists for services (for example, performances of Bach Cantatas, Requiem Masses and other musical items).

Responsibility for the musical content of Memorial Services (always held in term-time), funerals and other occasional offices approved by the Council falls, in consultation with the Dean, to the Director. Music for marriages is not the Director’s responsibility.

The Director regularly commissions music, supported with income from designated trust funds. Recent commissions for the Advent Carol Service have been composed by Cecilia McDowell, Judith Bingham, Cheryl Frances-Hoad and Helen Grime. Other commissions have included pieces from student composers such as Joanna Ward, Anna Semple and Ignacio Mañá Mesas.

The College Choir

The College Choir consists of 16 Choristers (plus six Probationers) and 16 in the back row, of whom typically 11-12 are Choral Students/Volunteers and four to five are Lay Clerks. In addition, there are usually two Organ Students. In 2021, we were delighted to announce that girls and women would be admitted to the Choir, and earlier this year we welcomed the first girls and a woman alto into the Choir.

The Choristers and Probationers are boarding pupils at St John’s College School, a very highly regarded independent preparatory school located in Grange Road close to the College, which began as a school for our choristers. The Choristers and Probationers are selected by the Director, in consultation with the Head of the School, at voice trials held throughout the year. The Director is responsible for the daily practice of the Choristers, on Tuesday to Saturday, and oversees their musical and general development in association with the School authorities. More information about St John’s College School.

The Director is responsible for the full daily choir practices which take place prior to Evensong and on Sunday mornings, and for the training and employment of the Organ Students, who are expected to be available for all practices and services.
Choral and Organ Students are selected on musical merit, as judged by the Director, but they must also meet academic criteria since they read for a Cambridge honours degree. The academic suitability of candidates, as well as the conditions of any offer, is decided by the relevant teaching Fellows in liaison with the Senior Tutor and the Admissions Tutor.

In some years, Lay Clerks or Volunteers are engaged to sing with the Choir to fill vacancies, sometimes at quite short notice between academic results becoming known in mid-August and the beginning of Term in October. Such appointments are made by the Director, on financial terms approved by the Council.

Throughout the year, the Director is active in recruiting applicants, dealing with enquiries and visits from potential Choral and Organ Students, including at College Open Days. The Admissions Office provides advice and deals with enquiries of an academic nature. Open Days for potential Organ Students and Choral Students are held on an intercollegiate basis in March and May respectively.

On a small number of occasions each year, the College Choir sings in the gallery of the Hall at College Feasts.

**Organ Music**

The College Chapel has a four-manual organ of 64 stops, which was rebuilt by N. P. Mander Ltd (with mechanical action) in 1994, and a Klop Chamber Organ.

Organ recitals are given before Evensong on Sundays; the Director arranges these and invites recitalists. They are also responsible for the general care and maintenance of the organs, and for giving permission to practise.

It is likely that the person appointed will be a talented organist, but this is not an essential qualification for the post. During services, the organ is normally played by one of the Organ Students.

The College has acquired a redundant Father Willis organ to be refurbished by Harrison & Harrison in Durham. An *ad hoc* Committee supports the Director of Music and the College's Head of Capital Projects in planning for the installation of the refurbished instrument, scheduled for 2025. The Director will work closely with the Development Director to complete the fundraising target for donations to underwrite the cost of this project, and with Dr William McVicker, our Organ Advisor, to sell the redundant parts of the existing organ.

**Broadcasts, Recordings and Tours**

The Director is encouraged to build the profile of the College Choir through a programme of recordings, concerts, and tours outside Full Term, subject to the approval of the College Council, and within the budget and contractual arrangements required by the Council and authorised by the Dean of Chapel.

For many years, the College's Advent Carol Service (which takes place on the last Saturday and Sunday of Michaelmas Full Term) has been broadcast by the BBC Radio 3, and occasionally by the broadcasting services of other countries. BBC Radio 3 usually broadcasts one other Choral Evensong each year, and Classic FM livestreams occasional services from the Chapel. The College webcasts one recorded service a week throughout the year.

St John's has an outstanding reputation as a recording choir with an extensive and enviable discography. The Choir has recorded more than 100 albums with labels such as Decca, Naxos, Hyperion and Chandos. In 2016, the College launched its own 'St John's Cambridge' label in partnership with Signum Records. The label releases new recordings by the Choir of St John's as well as by students and alumni of the College. The label has received critical acclaim, receiving a BBC Music Magazine Award in 2017 for its debut release, *DEO*. The Choir's latest recording – *The Psalms* – will be released on 16 September 2022.

The Director plans for and leads Choir tours and other concert appearances, in the UK and internationally, with the approval of the Council. Tours and concerts are an important part of the musical education of Choir members and bring their distinctive sound to a wider audience. Environmental considerations are...
increasingly important in designing the future tour programme. In the last two decades, the Choir has toured in the USA, Japan and the Far East as well as extensively in Europe, and venues have included the Concertgebouw in Amsterdam, Palace of Arts in Budapest, and Grand Theatre of Provence in Aix en Provence. UK engagements have included concerts at the Royal Albert Hall, Royal Festival Hall, Cadogan Hall and Birmingham Symphony Hall, in collaboration with orchestras and other internationally acclaimed performers.

The option of taking a wider role in the musical life of the College

Music is an important part of the wider life of St John’s. Candidates for this role can choose to take a wider responsibility to foster the musical life of the College if they so wish. If not, the role description will be adjusted accordingly and we will make alternative arrangements to support music in general, from elite performance through to all-comers activity. We expect that the time for this would be an additional 10 per cent of a full-time equivalent appointment.

Among our undergraduate and graduate students, Fellows and staff, are many talented musicians. If relevant, the Director would offer advice and assistance to junior members in arranging concerts. College music includes a flourishing student-led Music Society which arranges regular recitals and concerts, supported by senior members on the Committee and at events. There is a popular and impressive annual May Week Concert in the Chapel after the end of the Easter Term. The College has various instrumental groups, and other choral activity includes a mixed-voice choir called St John’s Voices (which includes students from St John’s and beyond) and Aquila, a choir for female voices (both of these choirs have their own directors).

The College supports extremely talented student instrumentalists through an intercollegiate scheme, which makes awards to students; they then agree to rehearse and perform with other award-holders within the University. Selection is at trials held in early October; candidates must have already been admitted to the University.

The option of teaching duties and direction of studies

We admit on average five undergraduate students each year to read for the Music Tripos. The arrangement of College teaching for these students is the responsibility of the Director of Studies in Music, Professor John Rink and the sub-Director of Music, Mr Tim Watts. The Director may wish, if requested by the Director of Studies in Music at St John’s and/or other Colleges, to provide supervision on certain courses (papers) in Music. This will be with agreement with the Dean of Chapel and is separately remunerated. Similarly, the Director may wish to become a Director of Studies in Music, if requested to do so by the Council on the advice of the Senior Tutor.

Director of Music: role description

**Job title:** Director of Music

**Job purpose:** Overall responsibility (in consultation with the Dean of Chapel) for the music in the College Chapel, which includes recruiting, training and directing the College Choir of children and adults; sustaining and enhancing the Choir’s strong reputation; and actively supporting the wider life of the Chapel and its contribution to the College community.

The Director of Music generally supports the wider musical life of the College. The appointee may wish to provide a more direct leadership role in fostering College music. If a candidate wishes to focus entirely on the College Choir, they can apply for appointment on the basis of no wider responsibilities in terms of College music. The College will not favour one approach to the role over the other in the selection process. If a candidate is appointed with responsibilities only for the College Choir, this role description will be adjusted by agreement, the likely deletions being asterisked, below.
Department: Chapel and Choirs

Responsible to: The Dean of Chapel

Responsible for: The Choir (Choristers, Probationers, Choral Students, Lay Clerks and Volunteers) and the Organ Students (usually two).

Line manager to: Up to ten staff, in a variety of full and part time roles, including the Choir Administrator, other musical directors in the College (for example, for St John's Voices and for Aquila*), several Lay Clerks and an assistant organist as required, and library, administrative/secretarial and webcasting support staff. The make-up of the staff cohort fluctuates depending on Choral and Organ Student numbers.

Working with: The Dean of Chapel, Chaplain, Choirs Advisory Committee, Head of St John's College School, staff at the School, Chapel Clerk, Fellows including the Director(s) of Studies in Music and other Fellows in Music, Development Director, alumni Choir association, College staff including in the Communications, Education and Development Departments, and Directors of Music in other Colleges.

Context: St John's College takes great pride in its College Choir, which has long enjoyed an exceptional reputation for musical excellence, distinctiveness, and innovation, and for providing an outstanding musical education. We look to the Director to carry forward this tradition, in line with the wider values, priorities and direction of the College, and at this juncture we particularly emphasise the importance of making a seamless and successful transition to the inclusion of girls' and women's voices in the Choir.

The Director has a key role in ensuring that the College Choir is fully part of the College and consistently supports the religious purposes of the College under the leadership of the Dean of Chapel and the Chaplain.

The Director has a critically important lead responsibility for welfare considerations in relation to members of the College Choir, and the Organ students, for safeguarding in relation to the children in the Choir, and has an important part to play in supporting the outstanding reputation of St John's College School for education in music.

The College intends to install a Willis Organ in the Chapel in 2025 and the Director will have an important role in supporting the successful conclusion of this project.

As Director of Music, the post-holder supports music in College in general. *They may in addition provide more direct leadership and active encouragement, fostering the vibrant and diverse musical life of the College and accommodating all members from exceptional musicians to all-comers.

Main responsibilities

Strategy, leadership, and management

- Develop, propose for Committee/Council approval, and implement a coherent medium-term strategy to sustain and enhance the musical, educational, and wider contribution of the College Choir within St John’s, with alumni and supporters, and with existing and new followers and audiences in the UK and beyond. This should address risks and opportunities external to the College.
- Recommend, and within the College’s delegation scheme be financially accountable for, an annual Choir budget, including income generation, approved expenditure and, where appropriate, donor funding for specific/additional projects and activities.
- Report annually to the Dean of Chapel and via him to the Choirs Advisory Committee on the achievement of the Choir strategy and plans, and performance against budget; throughout the year, present proposals, recommendations and follow-up reports to the Dean and Committee to steer and direct Choir activity.

Director of Music, St John’s College, Cambridge
• Ensure that the Choir operates in an efficient and effective manner, making the best use of dedicated staff and resources and harnessing the expertise, resources, and capacity of other departments across the College.
• In general, advise the College in all matters concerning the College Choir.
• Support the wider musical life of the College, including through the annual May Week concert.

Safeguarding and welfare
• Take full and active responsibility for safeguarding, developing a very good working relationship with the Designated Safeguarding Leads in the College and School, and maintaining awareness and training in safeguarding and child protection matters (including as required by the School). This includes ensuring compliance with relevant legislation and regulation in force (such as (currently) Section 157 of the Education Act 2002 and Keeping Children Safe in Education (September 2022)); with the School’s Safeguarding and Child Protection Policy; and with the College’s Safeguarding Children and Vulnerable Adults Policy; and advising on and complying with the Chapel & Choirs Department Safeguarding & Child Protection Policy for the Care and Supervision of the Choristers.
• Take responsibility for the welfare, good conduct, and discipline of all members of the Choir in relation to their membership of the Choir; similarly, for the Organ Students. Supervise and have ultimate responsibility for Choristers when on College premises, and during tours/visits, in accordance with the requirements of the Head and Governors of the School. Liaise with Directors of Studies/Tutors of Choral Students and Organ Students to ensure that student members of the Choir maintain an appropriate balance between their choral commitments, their academic work, and their wellbeing in general.

Chapel and music
• Maintain and develop the direction of music in the College Chapel to consistently high standards, and extend the repertoire including through commissions.
• In consultation with the Dean, select the music sung and played at regular Chapel services, in support of the daily and termly planning and conduct of services, and for memorial services, funerals and other special services.
• Direct the music and singing at choral services; manage and direct performances of the Choir at other College events.
• Deliver a programme for other Chapel music including weekly organ recitals, services with instrumentalists and joint services with other College Choirs.
• Ensure the care and upkeep of the College’s organs, including arrangements for their maintenance and replacement.
• Organise and adjudicate at the biennial Brian Runnett prize competition for organ playing.

Education, recruitment, and musical training
• Oversee the musical development and vocal training for members of the Choir and Probationers, including during residence periods leading daily full rehearsals and Chorister/Probationer singing practices (during the school terms), and through external singing teachers.
• Provide supervision for and assist in the musical development of the College’s Organ Students.
• Design and implement a comprehensive approach to recruitment and retention of members of the Choir and Organ Students (including Lay Clerks/Volunteers where needed), working with the Head and the Registrar of the College School in selecting Choristers and Probationers.
• Communicate with the parents of choristers and probationers about the musical progress of their child, through regular written reports and informal discussion, in consultation with the School.
• Be active and visible in outreach, supporting visits to the College and School, Open Days, and in the University’s Intercollegiate Choral and Organ trials.

Reaching a wider audience
• With the agreement of the Dean of Chapel, take responsibility for the broadcasting and webcasting of services and other events from the Chapel, in particular relationships with BBC Radio 3 for annual and biennial broadcasts, with Classic FM for livestreaming, and with other approved media channels from time to time.

Director of Music, St John’s College, Cambridge
• Make recommendations for a touring programme, in the UK and overseas, to bring the College Choir to a wider audience, maintain its profile and reputation, and support the wider aims of the College. Lead tours as approved, including in terms of programme, collaborations, budget, sustainability.
• Where appropriate, plan concerts, involving contracts with performing organisations, international artists, festivals etc, in consultation with the Dean, and in line with budgets.
• Develop and promote high quality and original recordings of the College Choir under the St John's/Signum Records label, achieving high levels of critical review.
• Work with the Communications Department to promote and market the Choir.

Stakeholders and relationship management
• Foster and maintain professional links with the Choir’s external advisors, counterparts in other colleges, the University and beyond as appropriate, including academies/conservatoires.
• Represent the College in meetings of College Directors of Music and other relevant fora.
• Work with the Development Office on Choir-related fundraising, for the new organ, and for general Choir purposes, including securing endowed funding.
• Work with the Choir Association to foster supportive relations with Choir alumni and supporters.
• Prepare annual reports on the Choir for The Eagle and for the School’s annual magazine, and keep College stakeholders informed about the Choir’s progress and activities.

Departmental and management responsibilities
• Actively contribute to and support the wider objectives of the Chapel and of music in College.
• Line manage staff in the Choir team, lead recruitment as required, and promote collaboration across the Chapel team and other College departments.
• Mentor, manage, and motivate direct and indirect reports.
• Undertake staff reviews, set individual objectives, and promote personal and professional development and training.

Committees
The Director is ex officio a member of several College committees, preparing reports, papers, and guidance for them, as required:
• Choirs Advisory Committee
• Ad hoc Committee for the New Organ Project
• Herbert Howells Trust Committee (also acts as Joint Literary Executor)
• Events Committee

The Director of Music is a member of the Committee of the College Music Society and the Choir Association of St John’s College, Cambridge.

Fellows of the College may serve on one or more governance or operational committees, at the request of the Council, from time to time.

*Music in the wider College
Provide leadership and direction for the wider musical life of the College, including support for other choirs, soloists, and ensembles; leading arrangements for the annual May Week Concert; and offering advice and assistance to junior members in arranging recitals and concerts; and promoting the many benefits of musical participation for members of College.

Line management of employed/retained staff, for example, the Director of Aquila.

Advise the College in all matters concerning the performance of music in the College, including oversight of the activities of any Musician in Residence, and where required acting as Senior Treasurer to the St John’s College Music Society and any other music associations for junior members.

General
This role description is not an exhaustive list of the activities falling within the remit of the Director. Guidance on the usual operation of the role is available from the Dean of Chapel, and the individual will be expected to undertake other appropriate responsibilities if reasonable and asked to do so.

Director of Music, St John's College, Cambridge
The role will be vacant from 1 January 2023 and an interim appointment is likely to be made until the successful candidate is able to take up their position.

Note on the option of teaching duties and direction of studies
The Director may wish, if requested, by the Director of Studies in Music at St John's and/or other Colleges, to provide supervision on certain courses (‘papers’) in Music. This will be with the agreement of the Dean of Chapel and is separately remunerated. Similarly, the Director may wish to become a Director of Studies in Music, if requested by the Council on the advice of the Senior Tutor to do so.

Person Specification
Set out below are the qualifications, experience, skills, and knowledge that are the minimum essential requirements for the role.

Essential Requirements
• A strong record of inspirational choral direction and leadership, with adults and children
• Outstanding experience in music tuition, both choral and instrumental, to the highest standards.
• Excellent proven experience in working with and coaching young and developing voices
• A good working knowledge of, and appreciation for, the Anglican Choral tradition, and a proven ability to facilitate reverential choral liturgy.
• A positive spirit and a proven record of collaborative working relationships and of working in a team.
• Experience of managerial and budgetary responsibility
• Excellent interpersonal skills and an ability to relate to young people, with a good awareness of student life.
• Proven performance expertise and track record, together with a working knowledge of the demands of live and recorded broadcasts and of music recording
• Strong oral and written communication skills.
• Experience in Safeguarding responsibilities, a strong record of ongoing Safeguarding training and a commitment to prioritising the safeguarding and welfare of children and young people.

Desirable Requirements
• It is likely that the person appointed will be a talented organist, but this is not an essential qualification.
• Willingness to develop the Choir’s outreach initiatives, both internal and external, and opportunities that might benefit the College.
• Experience of an educational or ecclesiastical setting.
• Support for fundraising and alumni activities in a comparable field.

Salary and Conditions of Appointment
Length of post: Permanent

Salary: Competitive, depending on experience. An additional, pensionable, allowance would be provided if the appointee wishes to assume wider responsibilities for College music.

The postholder may receive payments from the College in respect of recordings, and at the discretion of the Dean of Chapel will be permitted to accept other professional engagements not directly associated with the duties of the post, provided they are compatible with those duties.

Annual pay awards are determined by the College.

Pension: The post is pensionable under the Universities’ Superannuation Scheme (USS), a hybrid defined benefit/defined contribution pension scheme

Holidays: The holiday entitlement is 30 days per annum pro rata in addition to English and Welsh Bank and Public Holidays.

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**Hours of work:** This appointment is offered on a full-time basis, but the College will consider proposals for commitments of at least 80 per cent full-time equivalent. Applicants should note that during Term, the scope for additional activity beyond the demands of this role would be extremely limited. The full-time working week is 36.25 hours but the post-holder will be required to work such hours as are necessary to perform their duties.

**Notice:** The appointment will be subject to an initial probationary period of 12 months during which the appointment may be terminated by one month’s notice on either side. Following the successful completion of the probationary period, the period of notice would be three months on either side.

**Relocation expenses:** The College will provide assistance with relocation expenses to an appointee who is required to move home in order to take up the appointment, up to HMRC limits. It is a condition of appointment that the holder of this post lives no more than 20 miles from the College and shall be in residence during Full Term, late June and the early weeks of July, unless excused for good reason by the Council.

**Annual review:** The College operates an annual performance and development review scheme, which for this postholder is conducted by the Master and the Dean of Chapel.

**Fellowship:** It is intended that the appointee will be elected to a Fellowship of the College, which carries with it significant benefits (of a non-contractual nature) which include the following:

Fellows are eligible to join two healthcare schemes following three months’ service:

a) A BUPA medical insurance scheme, which is non-contributory for single cover up to the retirement age and contributory for family cover; and

b) A Simplyhealth cash-plan scheme, to provide support for day-to-day expenses, which is non-contributory for cover for the Fellow and dependent children under 18 years and provides cover up to the state pension age.

- Fellows are able to dine and lunch at the Fellows’ Table as often as desired, with ninety meals per quarter (either lunch or dinner) being at College expense;
- Fellows who fulfil certain conditions may be eligible for single residential accommodation within College which is free of rent (though subject to a service charge) whilst those who live out of College can benefit from either a non-pensionable housing allowance of £620 per month to support the rental of a property (or 50 per cent of rent paid if lower) during the first four years of the Fellowship, or participation in the College’s ‘house purchase scheme’ which is a shared-ownership scheme under which the College will contribute up to £200,000 to the purchase of a property.
- There is an Employer Justified Retirement Age for posts within the Fellowship which is 30 September following the member of staff reaching 67 years of age.

**Child Protection Policy**

The Applicant appointed to the post of Director of Music will be required to work alongside the Choristers and Probationers of St John’s College Choir. Applicants must be willing to undergo child protection screening appropriate to the post, including specific safeguarding references with past employers and enhanced checks with the Disclosure & Barring Service (DBS). Applicants should understand that this screening will be updated to meet compliance requirements during their time in post.

All posts working with the Choir involve some degree of responsibility for safeguarding children and this post is consequently exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions, reprimands or final warnings that are not ‘protected’ in line with current legislation must be declared.
Application Procedure

Completed applications should be sent:
• by email to: Recruitment@joh.cam.ac.uk
• by post to: HR Department, St John’s College, Cambridge, CB2 1TP

to arrive not later than 12pm on Friday 23 September 2022. Interviews will take place over two consecutive days; Thursday 27 and Friday 28 October 2022.

Please include in your application:
• A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
• The enclosed Safeguarding Application Form completed in full (applications without this will not be accepted). Application forms can be obtained via the College website.
• A full Curriculum Vitae;
• Names and contact details of three referees who know you in a professional capacity, one of whom should be your current or immediate past employer. The College will seek references on all shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications prior to interview. References will be verified by telephone.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may answer ‘not applicable’ if your duties have not brought you into contact with children or young people.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been selected, and possible referral to the police and/or the Disclosure and Barring Service.

Information provided will be treated as confidential and processed in accordance with the College’s Data Protection Policy a copy of which may be obtained from the Data Protection Officer, St John’s College, Cambridge, CB2 1TP.

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