Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Post</th>
<th>Associate Professorship in Music OFFICIAL STUDENTSHP and ORGANIST AT CHRIST CHURCH</th>
</tr>
</thead>
<tbody>
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<td>Department/Faculty</td>
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<tr>
<td>Division</td>
<td>Humanities Division</td>
</tr>
<tr>
<td>College</td>
<td>Christ Church</td>
</tr>
<tr>
<td>Contract type</td>
<td>Permanent upon completion of a successful review. The review is conducted during the first 5 years. From September 2018</td>
</tr>
<tr>
<td>Salary</td>
<td>£46,336 to £62,219</td>
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</table>

Overview of the Post

Christ Church, Oxford, in association with the Faculty of Music in the University of Oxford, proposes to appoint an Official Student (College Fellow) in Music and Organist at Christ Church, with an Associate Professorship in Music, with effect from 1 September 2018, or as soon as possible thereafter. The combined University and College salary will be on a scale from £46,336 to £62,219 per annum (as at 1 August 2017). Additional allowances are provided by Christ Church and the Faculty of Music.

The successful candidate will hold the College post of Organist, which will entail the rehearsal, direction, administration, and overall responsibility for the Choir of Christ Church Cathedral, Oxford. The role’s title notwithstanding, candidates need not necessarily be organists, but candidates will certainly be able to demonstrate a distinguished record of performance and choral direction at a level appropriate to the stage of their careers. The successful candidate will be expected to work closely with the Cathedral Chapter and Christ Church Cathedral School in the planning and delivery of the Cathedral’s music.

Applications are welcome from candidates with expertise in any period of music history or discipline of musical study, but who should be able to teach in one or more of the disciplines offered by the Faculty of Music, and from candidates with a high level of professional experience as a performer and choral director.

Candidates will also have, or be able to demonstrate the promise of, a record of scholarship in any musical field at a level appropriate to the stage of the candidate’s career. They should be able to demonstrate research expertise and experience equivalent to that at doctoral level, which includes practice-led research. The person appointed will be expected to play an active role in Faculty and College administration.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Professor Jonathan Cross at Christ Church (jonathan.cross@chch.ox.ac.uk). All enquiries will be treated in strict confidence and will not form part of the selection decision.
1. The Choir of Christ Church Cathedral

Although Christ Church Cathedral Choir is almost 500 years old, it is justly famous for the youthfulness of its sound and its adventurous musical programming. Unique in the world as both Cathedral and College choir, the intimate acoustic of its musical home – Oxford’s 12th-century Cathedral – has given it a relationship with early sacred music and the rhythm and vigour of contemporary idioms. Throughout its history, the Choir has attracted many distinguished composers, organists and singers, from its first director, John Taverner, appointed by Cardinal Wolsey in 1525, to William Walton in the 20th century. The Choir has commissioned and recorded works by such composers as John Tavener, William Mathias, Robert Saxton and Howard Goodall. There are 12 men (six Lay Clerks and six Academical Clerks) and 16 boys in the choir. The boys are selected for their musical ability and attend Christ Church Cathedral School. Aside from its outstanding training of singers, the Cathedral Choir is also renowned for training many of the country’s leading organists, including in recent years Harry Bicket (Director of the English Concert), Laurence Cummings (harpischordist, conductor, Director of the Göttingen International Handel Festival) and Elizabeth Burgess (pianist and accompanist).

The successful candidate will be appointed to the post of Organist of Christ Church Cathedral Oxford.

The role includes:

**The Choir:** Director of the Cathedral Choir and responsible for the Cathedral’s music, including choice of repertoire; oversight of all aspects of the recruitment, audition, induction and training of the choristers; oversight of the recruitment of Academical Clerks, Lay Clerks and Organ Scholars; direction of the work of the Sub-Organist, and Organ Scholars; supervision of all rehearsal schedules; direction of the Choir in all relevant Cathedral services, delegating to the Sub-Organist or organ scholars, as necessary; maintenance of a close liaison throughout with Christ Church Cathedral School.

**The Organ:** responsibility for all aspects of the upkeep of the organ, currently the instrument by Rieger, installed in 1979; responsibility for the Tickell chamber organ and the Cathedral pianos. Further information on the organ to be found at: [http://www.chch.ox.ac.uk/music/organ](http://www.chch.ox.ac.uk/music/organ)

**Outside Broadcasts, Concert Engagements and Recordings:** responsibility for planning and execution of outside broadcasts and engagements; organisation of tours and recordings as practicable; liaison, as appropriate, with outside organisations. (The Cathedral currently employs an Agent for the Cathedral Choir, who assists with the marketing and development of the Choir’s commercial activities such as concerts, tours, recordings, TV and radio performances. The Agent is in charge of all the arrangements for booking, dealing with financial negotiations and invoicing such activities for the Choir in liaison with the Organist and the Cathedral.)

**Administration:** membership of Chapter; Music Sub-Committee; standing committee of the Friends of Christ Church Cathedral; lay governor of Christ Church Cathedral School; trustee of Christ Church Cathedral Music Trust; ‘line manager’ of the Sub-Organist and Organ Scholars, Lay and Academical Clerks and the Choir’s Agent; weekly meetings with Cathedral School Headmaster; maintenance of the choir’s public profile. Further detailed information can be found in Appendix A.

2. The Role of Associate Professor at Oxford

Associate Professor is the main academic career grade at Oxford with a focus on research and teaching. Associate Professors are appointed jointly by a University department/faculty and an Oxford college, and the successful candidate will have a contract with both. Associate Professors are full members of University faculties and college governing bodies playing a role in the democratic governance of the University and their college. You will join a lively, intellectually stimulating and multi-disciplinary
community which performs to the highest international levels in research and teaching, with extraordinary levels of innovation, creativity and entrepreneurship.

There is considerable flexibility in the organisation of duties, with three 8-week undergraduate teaching terms and generous sabbatical leave to balance teaching and research (please see Appendix B for further details of sabbatical leave). There is the potential for temporary changes to the balance of duties between College and University to enable a focus on different aspects of work at different stages in your career.

Oxford offers many opportunities for professional development in research and teaching. Associate Professors may apply for the title of full Professor in annual exercises. If the title is conferred, you will also have access to professorial merit pay opportunities. In exceptional cases, the title of full Professor may be awarded on appointment.

Appointments are confirmed as permanent on successful completion of a review during the first five years. The vast majority of Associate Professors successfully complete this initial review.

3. Undergraduate Teaching

The admission and teaching of undergraduates is the primary responsibility of the colleges. The majority of the teaching of undergraduates reading Music at Christ Church is undertaken by the College’s two Official Students and Tutors in Music (currently Professors Jonathan Cross and Stephen Darlington) and by the stipendiary College Lecturer (Professor David Maw). Most of this teaching takes the form of tutorials, usually in pairs, but also individually as well as in larger groups. The appointee will have a duty to provide an average annual ‘stint’ of four hours per week during full term of actual contact hours of teaching for the College; the appointee’s teaching will be organised in consultation with the Senior Subject Tutor in Music, Professor Cross.

The appointee may teach in any area of the curriculum according to his or her expertise, but this is likely to include Techniques of Composition and Musical Analysis at all levels, Special Topics, Keyboard Skills, the History of Music, plus supervision of undergraduate dissertations as relevant. The appointee will also oversee the assessed performance activities of undergraduates who choose to follow these options (solo performance, chamber music, choral performance, etc.).

The appointee’s role as Tutor (aside from the delivery of tutorials) involves such activities as: the reading and marking of undergraduate essays/assignments together with the delivery of feedback on these (either oral or written or both); the setting and timely marking of undergraduate collections (college-based examinations at the start of each term); the writing of termly reports on the undergraduates; liaising with colleagues about any matter of concern arising from the teaching of the College’s Music undergraduates and its organisation; attendance at Tutors’ Committee, which oversees the College’s delivery of its tuition system; and a responsibility for the pastoral welfare of students. The Organist is also responsible for the College Music Room, heavily used by undergraduates, and the maintenance of College instruments.

The appointee will not be required by the College to teach any of its graduates, but in conjunction with Professor Cross, he or she will be required to mentor a number of the College’s graduates reading for masters and doctoral degrees in Music.

In addition to College tutorials, the Music Faculty provides a wide range of lectures and classes each year. The successful candidate will be expected to offer at least 16 hours of Faculty teaching per year on topics relating to areas of his or her own scholarship in discussion with the Director of Undergraduate Studies.
The Tutors in Music select the undergraduates they teach. Accordingly, the postholder will be expected to take a full role in the annual December UCAS Admissions exercise. The Organist will be responsible for organising the admission of Christ Church organ and choral scholars each September, in collaboration with the Faculty of Music.

4. Graduate Teaching and Supervision

The admission and supervision of graduate students is the primary responsibility of the Music Faculty Board rather than the colleges, though each graduate student will also be a member of a college. Around 40 graduate students are admitted each year to work in all areas of Music; these students (many of them international) are of a high calibre, as our external examiners’ reports consistently confirm.

The Faculty runs a successful one-year taught Master of Studies course (MSt) to which the postholder would be welcome to contribute, if appropriate. It has pathways in musicology, composition and performance. The Faculty also offers MPhil and DPhil research degrees. The MPhil also allows for specialisation in composition, performance and musicology, while the DPhil caters for a very wide variety of types of musical scholarship, as well as composition.

The postholder will be expected to contribute to the MSt programmes by overseeing and supervising MSt and doctoral students where appropriate (for which stint allowance is made).

5. Research Activity

The postholder will be expected to contribute to the University’s research activities, and to develop a research profile within the Faculty. The policy of the Humanities Division on progress in research and reappointment after the probationary period is appended to these particulars (Appendix F). While the final shape of the Research Excellence Framework 2021 is still to be agreed nationally (i.e., the mechanism by which the quality of research in UK Higher Education institutions is evaluated), it is clear that, as in previous exercises, well-documented practice-led research will be able to form a part of the Faculty’s submission.

The Board of the Faculty of Music, advised by its Research Committee, offers a range of support for research, including:

- a mentoring scheme in which a more established member of the Faculty gives guidance on teaching and research;
- sabbatical research leave on a regular basis (see Appendix D);
- financial support for research expenses and conference attendance (see Appendix D);
- teaching relief for particular research needs.

In addition, the University has funds which can be used to support pilot projects and other limited research schemes. The Humanities Division supports a team of research facilitators whose role is to assist academic staff in developing projects and applying for external funding.

6. Contractual Duties

The appointee will be required to undertake the following duties for the College:

- to act as Organist, and to fulfil the duties outlined above, and in Appendix E;
• to give not fewer than 4 hours of teaching (tutorials and classes) per week during term to the College’s undergraduates in Music, and to discharge all the usual duties associated with and arising from this teaching as outlined above;
• to engage in advanced study and research in Music;
• to act (in the capacity of an Official Student) as a Member of the Governing Body of Christ Church, and to undertake such administrative duties and offices as may from time to time be requested of a Student.

The appointee will be required to undertake the following duties for the Music Faculty:

• under the direction of the Faculty Board of Music, to give not fewer than 16 hours of lectures or classes in each academic year, including participation, where appropriate, in the MSt degree programme;
• to provide supervision of graduate students as appropriate;
• to supervise and advise, where appropriate, research students working in Music;
• to engage in advanced study and research in Music;
• to act as an assessor or examiner of undergraduate and graduate students, as requested;
• to co-operate in the administrative work of the Faculty of Music, including committee membership, under the direction of the Chair of the Faculty Board.

7. Selection Criteria

Your application will be judged only against the criteria which are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria.

The University and the colleges are committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. There will be both female and male committee members.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your research may be reduced as a result.

The successful candidate will possess:

a) an excellent record of successful choir direction in a relevant context, including experience of working with children, as appropriate to the present stage in the candidate’s career;
b) a record of successful teaching, as appropriate to the present stage in the candidate’s career;
c) an ability to teach and supervise at graduate level;
d) a doctorate, or the ability to demonstrate equivalent research expertise and experience, in a relevant field;
e) a research record in any academic field (including practice-led research), as appropriate to the present stage in the candidate’s career;
f) the potential to continue high-level research in the future;
g) a willingness to participate in the intellectual and administrative life of the College and the Faculty.
8. How to Apply

There is no separate application form for this post. Applications should include:

- your full contact details including email address, full postal address, and at least one contact telephone number;
- a covering letter (no more than three pages of A4, minimum 11 point) or statement explaining how you meet the selection criteria set out above;
- a full CV and publications/recording/performance list;
- details of three referees (see below).

Applications should be sent by email to: academic.recruitment@chch.ox.ac.uk The deadline for receipt of applications is 17.00 GMT on Friday 1 December 2017. Should you have any queries about how to apply, please contact the Academic Registrar at Christ Church.

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date. Aside from an interview with the appointing panel, shortlisted candidates will be asked, among other tasks, to take observed rehearsals with the boys and with the full choir. They will also have a meeting with the Headmaster. Interviews are likely to be held on 18 & 19 January 2018.

All reasonable interview expenses will be reimbursed. Accommodation will be provided for those needing to stay overnight.

The appointment will be subject to satisfactory completion of a medical questionnaire, the provision of proof of the right to work in the UK, and DBS clearance at enhanced level.

Individuals wanting to discuss the post in more detail are invited to contact the Convenor of the Appointment Committee, Professor Jonathan Cross, jonathan.cross@chch.ox.ac.uk, Student and Tutor in Music, Christ Church.

Referees

You should contact your referees before applying, to ensure they are aware of your application and the requirements for the post, and that they would be content to write a reference for you for this post, if asked to do so. In your application, please include for each referee their name, position, relationship to you, postal address, email address and contact telephone number, and whether you give permission for us to contact them. The College and the University will assume that they may approach your referees at any stage unless your application specifies otherwise. Therefore, if you would prefer them to be approached only with your specific permission, or only if you are invited for interview, then you must specify this in your application. You should name three referees in your application even if you do not wish them to be contacted yet.

The University and colleges welcome applications from candidates who have a disability or long-term health condition. The University’s disability advisor can provide support to applicants with a disability, please see www.admin.ox.ac.uk/eop/disab/ for details. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interview, then we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings www.admin.ox.ac.uk/access/
Overview of Christ Church

Founded by Cardinal Wolsey in 1525 as Cardinal’s College, the institution was re-founded twice by Henry VIII, first in 1532 as King Henry VIII’s College, and again in 1546 as Christ Church, a college of the University of Oxford and the Cathedral Church of the recently created Diocese of Oxford. The Cathedral Choir was founded in 1526 by Wolsey, who appointed John Taverner as the first Organist and Master of the Choristers. Christ Church remains today a unique institution as one of the largest of the colleges of the Oxford University, and at the same time the diocesan Cathedral. The Dean is both the head of the College and Dean of the Cathedral. The Visitor of Christ Church is the Monarch. Since the mid 19th century, the governance of Christ Church has been in the hands of the Governing Body consisting of the Dean, Canons and Students of Christ Church.

Christ Church currently has approximately 450 undergraduate and 150 graduate students, studying most of the subjects offered by the University. Undergraduate teaching at Christ Church is organised and provided by around 45 Tutors (nearly all of whom also hold University posts), assisted by a large body of Stipendiary Lecturers (college tutors employed on a fixed-term basis). Christ Church is also home to a significant community of statutory Professors (including four resident Canon Professors), Senior Academic Research Fellows, Junior Research Fellows and other visiting researchers.

Overview of the Music Faculty

The Faculty of Music is one of the largest and liveliest music departments in the country, and an internationally renowned centre of musical teaching and research. It frequently tops UK league tables for the subject, and in the most recent Research Excellence Framework (2014) the Faculty was demonstrated to rank among the very top UK music departments for its research, where the majority of its research was assessed to be in the highest category ('world leading'), where the impact of this research was deemed to be very considerable, and the research environment unparalleled. The Faculty’s students proceed to careers at the top of the musical and academic professions, as well as in many other domains from law to politics, from accountancy to the charitable sector.

There are presently 16 staff holding academic appointments in the Music Faculty: the statutory Heather Professor of Music, nine other Professors, and six Associate Professors. There is also a part-time Director of Performance (currently cellist Natalie Clein). The total membership of the Faculty, including research staff and college tutors, is over 50. The Faculty has around 300 students, of whom two-thirds are undergraduates. The Faculty is situated in self-contained and specially adapted buildings in central Oxford, next to Christ Church Meadow. The facilities comprise fully equipped teaching and lecture rooms, a rehearsal hall, a suite of practice and ensemble rooms, the award-winning Faculty Library (which has one of the most extensive collections in the UK), the Bate Collection of Musical Instruments, high-specification electronic studios, and a MAC-based multi-media Resource Centre. The Faculty offers a full annual programme of recitals, performance and composition workshops, and masterclasses, as well as public lectures and research seminars, featuring international musicologists, composers and performers. Many of the Faculty’s recitals and concerts are held in the Holywell Music Room, the oldest purpose-built concert hall in Europe, and occasionally in the Sheldonian Theatre. The exceptionally rich musical life of the University and its Colleges – including world-famous choirs, University orchestras and chamber groups, jazz ensembles, in addition to the Faculty-based new music ensemble – is complemented by the wide range of musical activities to be found in and around the city, drawing on numerous musical traditions.

Through its undergraduate and postgraduate programmes, the Faculty offers a highly stimulating environment for anyone interested in a practical, scholarly and creative engagement with music. Our undergraduate and graduate curricula are strong in traditional musicological and musical skills, but are also notably wide-ranging and imaginative, reflecting contemporary developments in music and
musicology. The Faculty’s research and teaching strengths cover a broad spectrum, including European music of many periods, popular musics, ethnomusicology, composition, opera, film music, analysis and music theory, the sociology and psychology of music, performance and performance studies.

For more information about the Faculty, please visit: www.music.ox.ac.uk

Overview of the University of Oxford

Oxford’s departments and colleges aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

Oxford’s self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows, and over 2,500 other University research staff. Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

Oxford’s strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, Oxford aspires to build a truly inclusive community which values and respects every individual’s unique contribution.

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at www.ox.ac.uk/about/organisation/finance-and-funding), and is ranked first in the UK for university spin-offs, with more than 130 spin-off companies created to date. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body which now numbers over 10,000. Postgraduates are attracted to Oxford by the international standing of the staff, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world’s greatest libraries, the Bodleian. For more information please visit www.ox.ac.uk/about/organisation
APPENDIX B

University Benefits, Terms and Conditions

Salary
The University component of the salary will be on the scale for Associate Professors (£18,414–£24,726). The combined College and University salary will be on a scale up to £62,219 per annum. Those appointed below the top of this salary range will receive annual increments until they reach the top point. There is also an annual ‘cost-of-living’ review. In exceptional cases, the Faculty Board may propose the awarding of additional increments within the substantive scale to an Associate Professor at any time during the appointment.

Additional remuneration may be paid for graduate supervision, examining and some tutorial teaching. Those holding administrative appointments within the Faculty may be eligible for additional payments.

Pension
The College and University offer generous pension provision. The appointment will be pensionable under the Universities Superannuation Scheme. Details are available at www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/

Sabbatical Leave/Dispensation from Lecturing Obligations
You will be eligible to apply for dispensation from lecturing obligations in conjunction with sabbatical or other leave granted by the College. You will be entitled to take one term’s sabbatical leave for every six completed terms of teaching in Christ Church and the Faculty.

Outside Commitments
You may apply to spend up to 30 working days in each year on projects outside your employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to earnings from these activities without deduction from salary. Details of the approval process for holding outside commitments may be found at www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/

Guidance is also available on ownership of intellectual property www.admin.ox.ac.uk/statutes/regulations/182-052.shtml and managing conflicts of interest www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/

Membership of Congregation
Oxford’s community of scholars governs itself through Congregation which is its ‘parliament’. You will be a voting member of Congregation. See www.ox.ac.uk/about/organisation/governance and www.admin.ox.ac.uk/statutes/781-121.shtml for further details.

Family Support
The University offers generous family leave arrangements, such as maternity, adoption, paternity and shared parental leave. Details are available at www.admin.ox.ac.uk/personnel/during/family/. You will have considerable flexibility in the day-to-day organisation of duties in the Associate Professor role. Requests for flexible working patterns will be accommodated as far as possible.

You will be eligible to apply to use the University nurseries (subject to availability of places). For details of the nurseries and how to apply for places, please see www.admin.ox.ac.uk/childcare/.

The University subscribes to My Family Care, a benefit which allows staff to register for emergency back-up childcare and adultcare services, a ‘speak to an expert’ telephone line and a wide range of guides and webinars through a website called the Work + Family Space. For more details, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/
The Oxford University Newcomers’ Club is run by volunteers, whose aim is to help the newly arrived partners of visiting scholars, of graduate students and of newly appointed academic and administrative members of the University to settle in and to give them opportunities to meet people in Oxford. Further information is available at www.newcomers.ox.ac.uk/.

The Careers Service has a dedicated adviser for the partners of University employees, offering assistance in finding employment, training or volunteering opportunities. For details, please see www.careers.ox.ac.uk/

**Welcome for International Staff**
One of Oxford’s great strengths is its truly international body of research and teaching staff from over 140 countries, and we welcome applications from academics across the world. We can help international staff and partners/families make the transition to Oxford. Information about relocation, living and working in the UK and Oxford is available at www.internationalstaffwelcome.admin.ox.ac.uk/
If you require a visa, we have a dedicated team to support successful applicants through the immigration process (for Tier 1 and Tier 2 visas) from job offer through to arrival in the UK.

**Relocation**
Subject to UK tax regulations and the availability of funding, a relocation allowance may be available.

**Promoting Diversity**
The University is committed to recruiting and retaining the best people, whoever they are, to ensure equality of opportunity. The Vice Chancellor’s Diversity Fund provides resources for innovative projects to promote diversity.

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with colleges, the Oxford University Student Union and external campaign groups. Please see www.admin.ox.ac.uk/eop/ for details.

**Other Benefits and Discounts for University Employees**
The University has a range of facilities and benefits for its staff, including discounted health insurance, sustainable travel schemes, and discounts in local shops and restaurants. Details are available at:
www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/
www.admin.ox.ac.uk/personnel/staffinfo/benefits/

**Pre-Employment Screening**
The appointment of the successful candidate will be subject to the University’s standard pre-employment screening. This will include right-to-work, proof of identity, references, a pre-employment health declaration, and any other checks as applicable to the post. We advise you to read the notes for applicants at www.ox.ac.uk/about/jobs/preemploymentscreening/

**Length of Appointment**
Appointments to Associate Professorships at Oxford are confirmed as permanent on successful completion of a review during the first five years.

The University operates an employer justified retirement age for all academic posts, for which the retirement date is the 30 September immediately preceding the 69th birthday. The justification for this may be found at www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/ For **existing** employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/
**Data Protection**

Any data you supply will be held and processed in accordance with the principles of the Data Protection Act 1998 and the University’s Data Protection Policy. The policy may be viewed at [www.admin.ox.ac.uk/councilsec/dp/policy.shtml](http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml)

**Offer of Employment**

Applications for this post will be considered by a selection committee containing representatives from both Christ Church and the Music Faculty, as well an external member. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Governing Body of Christ Church and the Humanities Divisional Board on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the Governing Body and the Divisional Board, and a formal contractual offer has been made.
## APPENDIX C

**Common Pay Scale (with effect from 1 October 2017)**

<table>
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<th>Scale point</th>
<th>University Salary</th>
<th>College Salary</th>
<th>Total Salary</th>
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<td>£24,726</td>
<td>£37,493</td>
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<td>£24,007</td>
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APPENDIX D

Allowances

Accommodation
Christ Church offers a number of forms of housing assistance. (i) Suitable housing close to Christ Church will be provided free of rent and of charges for exterior maintenance (under current legislation this benefit is non-taxable); if the Organist lives in this housing, a taxable and pensionable housing allowance of £1,059 p.a. (as at 1 August 2017) will also be paid. Further details of this arrangement are available from the Treasurer. (ii) Subject to availability, the Organist may have free single accommodation in College (in this case, no housing allowance will be paid). (iii) If the Organist lives in his or her own accommodation, he or she will be paid a taxable and pensionable housing allowance of £14,466 p.a. (as at 1 August 2017). (iv) Christ Church also has a Shared Equity Scheme to assist with house purchase. Participation in the Scheme involves a reduction in the housing allowance payable. Details of the Scheme are available from the Treasurer.

College Allowances
In addition to the combined University and College salary, the Organist is paid a taxable allowance of £4,000 p.a. to reflect his/her enhanced duties in the Cathedral throughout the calendar year. The Organist may also receive additional fees for certain recordings and concerts. He/she is further entitled to a taxable Official Studentship Allowance (£1,000 p.a.), an Entertainment Allowance (up to £450 p.a.), a Book Allowance (up to £990 p.a.), and a Research and Equipment Allowance (up to £2,200 p.a.). There is also optional membership of a private medical insurance scheme (which currently extends to the immediate family of up to two adults and two children).*

The appointee is entitled to Senior Common Room lunch and Common Table dinner (free of charge) in College, when available. The Organist is provided with a College teaching room close to the Cathedral and Song Room, equipped with a piano. The Organist is supported by a part-time PA, whose office adjoins the Organist’s teaching room.

* The medical cover, if taken, is a taxable benefit.

Faculty allowances
- an allowance (currently up to £1,000 p.a.) for conference attendance, research trips or research assistance;
- an IT equipment allowance.
APPENDIX E

The Organist and the Choir

Christ Church Cathedral

The Organist works closely with the Cathedral Chapter and Christ Church Cathedral School in the planning and delivery of the Cathedral’s music. The Organist has overall responsibility for the Choir of Christ Church Cathedral, Oxford, including its rehearsal, direction and administration.

Christ Church Cathedral School

The School shares its foundation with Christ Church, initially for the education of the choristers. Today the School flourishes across Nursery, Pre-Prep and Prep departments, but the choristers remain at its core.

The Organist’s duties include:

• day-to-day liaison with Headmaster and staff over choristers, particularly concerning chorister welfare, concert/tour bookings, special arrangements for services, etc.;
• chorister admissions: liaison with the Registrar over voice trials and arrangements for entry into the School; arrangements for special recruitment days;
• co-ordinating Choir Diary with School Diary (with School Secretary) and close liaison with her over the arrangements for the Christmas and Easter periods;
• updating and circulating contact details for all chorister parents to the School and the parents themselves; informing parents of arrangements for concerts and tours; maintaining contact with the two parent administrators for concert ticket and CD sales; dealing with any queries (e.g., permission for absence, general matters);
• providing the School Secretary with termly choristers’ reports; maintaining boys’ office records and files.

Responsibilities of the Organist in Relation to the Cathedral and School

1. Regular Services and Practices

The Organist’s schedule includes daily choir rehearsals and services throughout school terms (usually around 35 weeks a year) plus additional work for feast days, during Holy Week, Advent and Christmas, and other special Cathedral occasions. The Organist takes the majority of these practices and services, with the assistance of the Sub-Organist and organ scholars, and is responsible for overseeing the return of the choristers to the School after each session.

There are daily morning rehearsals for choristers as follows (times include the return of choristers to the School after each session):

0755-0855    Monday and Friday
0755-0910    Tuesday, Wednesday, Thursday
0845-0955    Saturday

Evening rehearsals followed by services are as follows:

1700-1745    Evening rehearsal
1800-1900    Evening service
The Sunday morning schedule is as follows:

0900-0925    Chorister rehearsal
0935-0945    Full rehearsal
0945-1045    Matins
1100-1230    Eucharist

The Headmaster of the School, Sub-Organist, organ scholars, houseparent, matrons and the school’s Director of Music give practical support to this schedule.

2. **Concerts, Recording, Touring**

The Cathedral Choir has an international reputation and in recent years has toured to China, Canada and the USA, the Caribbean, and various countries across Europe. The Choir also gives a full programme of concerts in the Cathedral and further afield in the UK, including an annual Christmas Concert at St John’s Smith Square, London. The Choir’s recent recordings on the Coro and Avie labels include the acclaimed series of recordings of music from the Eton Choirbook, and the premiere recording of Stephen Darlington’s new edition of Durante’s Requiem in collaboration with soloists from The Sixteen and Oxford Baroque. Recording and tours take place outside School and University term, and are led by the Organist. The Organist’s PA and the Choir Agent administer tours and recordings, in collaboration with the School, which ensures the pastoral care of choristers during recordings and external concerts.

3. **Administration**

- compilation of choir lists, chorister parent contact list, choir diary, contact details and other general information regarding the choir; updating information and ensuring that it is circulated to all relevant parties; ordering of music; updating the Choir website with the Webmaster; information for Chapter, Music Sub-Committee, Diary Planning meetings etc.
- arrangements regarding the Choir for all regular services; arrangements for special services and liaison with CCCS; liaison with Cathedral officers.
- maintaining records on all personnel: logging Clerks’ absences (with the Sub-Organist); maintaining a record on choristers from voice trial to departure, writing termly reports; maintaining records on Academical Clerks from choral trials to graduation.
- Lay Clerk recruitment and maintenance of records: placement of job advertisements; dealing with enquiries and despatch of job specifications to prospective candidates; collation of applications; reference requests; despatch of interview information; timetabling interviews/auditions; despatch of post-interview letters and passing contract information on successful candidate(s) to Cathedral Office;
- Finance: under the Organist’s instruction, his/her PA maintains financial records; stock control for Avie CDs and providing information for contractual quarterly statement to the company; chorister payments and providing payment information to parents (currently one payment per annum); sending accurate information to Cathedral Office re-payment to Lay/Academical Clerks for concerts/tours/recordings;
- Concerts: liaison with Choir’s agent over booking of choir, financial arrangements, general information for publicity and programme purposes; provision of programme notes and texts, general arrangements regarding rehearsal/concert times etc. with concert promoter (in association with Agent); booking of travel; ensuring that appropriate staff at CCCS are fully informed of all arrangements including provision of chaperones for choristers; preparation of risk assessments when required;
- Recordings: liaison with Agent over booking of choir, organist and orchestra/instrumentalists/soloists (where applicable); booking of recording venue; session time arrangements; liaison with recording company representatives over arrangements and guest room accommodation (where applicable); liaison with CCCS over arrangements for choristers; travel arrangements (where applicable);
- TV/Radio Broadcasts: largely as above, with the exception that if the filming/broadcast is in the Cathedral there is additional contact with Cathedral officers (Dean, Sub-Dean, Cathedral Registrar and vergers);
- Tours: liaison with Agent over booking of Choir, financial arrangements, general information for publicity and programme purposes; provision of programme notes and texts, general arrangements
regarding itinerary, rehearsals, concert times etc. with promoter(s) (in association with Agent); liaison with travel agent re-group travel and providing necessary personnel data, travel insurance etc.; booking coach travel to/from airport where applicable; ensuring (with Agent) that proper accommodation facilities are booked for choir members; liaison with CCCS over itinerary information, chaperones, dietary considerations, boys’ pairing for accommodation etc.; responsible for the Young Persons Employment Abroad licence application to Horseferry Road Magistrates Court (preceded by a police check); risk assessment; administration of visa applications where applicable.

4. **Safeguarding**

Christ Church is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful applicant will be subject to DBS clearance at enhanced level.

As ‘manager’ of the Lay and Academical Clerks, organ scholars and choristers, the Organist works closely with the Chapter, Registrar and Headmaster over safeguarding issues. He or she will be expected to be familiar with College and School procedures.
APPENDIX F

The Research Achievement Requirement for Reappointment until the Retirement Age in the Humanities Division

Assessment of the research achievement of those in the initial period of office reflects the desirability of individuals being able, over the whole of the period of their appointment at Oxford, to contribute to the Faculty's development and maintenance of a research profile at the highest level. The normal expectation is that by the time of the review of the initial period of office the individual will be able to demonstrate significant progress in original research in the subject-area in which they were appointed. This will be reflected in substantial scholarly work published or accepted for publication in leading refereed journals or edited volumes, and/or the publication of, or significant progress towards the publication of a book or books as the culmination of a major project on which the individual has worked for a considerable part of his/her initial period of office. In the case of Music this might also include work on editions, and practice-led research projects.

Although quality of research is the key criterion, as opposed to quantity of publications, firm evidence of at least very considerable progress toward the publication of the results of a major research project is required. In addition to actual publications, therefore, the quality of work in progress will need to be assessed.

Where there is joint authorship, it is expected that there will be a somewhat larger number of publications.

This definition will be interpreted flexibly in so far as it might be appropriate in some cases to regard other evidence of research achievement as being broadly equivalent or comparable to that set out above. (For example, this may be taken for appointments in Music to include making sound-recordings and producing evidence of activity in music-making, such as public concerts, or in Fine Art to include significant one-person exhibitions, and publication of a catalogue.) It will also be interpreted flexibly as a function of the particular stage in the individual's career: staff appointed with an incomplete doctorate will normally be expected to have completed the doctorate, and to have made progress towards the publication of the thesis or substantial material deriving from it; staff appointed shortly after completing a doctorate but whose post is their first major university lecturing appointment will normally be expected to have published the thesis or significant parts of it, and to have made progress on another major research project. There may be variations within these latter categories as a function of the exact amount of progress that has been made on appointment towards or since the completion of the doctorate. Staff further on in their careers will be assessed on their research progress since appointment to their present post, bearing in mind the stage they had reached in their career and their publication record immediately prior to appointment.
APPENDIX G

Outline of the BA and MSt Syllabuses

The structure of the undergraduate curriculum is currently under review. The structure of the academic year 2017/18 is outlined below.

First Year
The first year ends with the First Public Examination, Preliminary Examination in Music (‘Prelims’). It is necessary to pass Prelims before proceeding to further study. Students currently study three compulsory papers: Techniques of Composition and Keyboard Skills, Musical Analysis, and Special Topics. They also offer two options chosen from Issues in the Study of Music, Extended Essay, Composition and Performance.

Second and Third Years
The final year ends with the Second Public Examination, the Final Honour School in Music (‘Finals’). Candidates offer eight papers. Students follow two compulsory papers in topics in the history of Western music from 1000 to the present day, plus two from musical analysis and criticism, compositional techniques, and ‘musical thought and scholarship’. The remaining four papers are chosen from a wide range of options including ethnography, ethnomusicology, the psychology of music, aesthetics, performance (solo, chamber and choral), composition, orchestration, editing, dissertation, and many specialised historical and repertoire topics.

Master of Studies
The MSt in Music is a nine-month course which offers an introduction to the broad range of current methodologies and approaches in music scholarship. Students choose on application to specialise in either musicology, composition or performance. A broad range of core and optional courses is offered each year. Assessment is by means of a) in musicology: three 6,000-word course essays, plus a 13,000-word dissertation b) in composition: two 8-minute compositions, two 6,000-word course essays, and a portfolio of compositions of 25 mins duration; or c) in performance: a 10-minute performance, two 6,000-word course essays, and a final 30-minute recital.