

Choral Trainer Bass Lay Clerk - All Saints Church Kingston



**ALL SAINTS
KINGSTON**

Reporting to: Director of Music

Location: All Saints Church, Kingston upon Thames

Role Type: Part time - up to 13 hours per week (4 of the 13 hours are school term-time only, 39 weeks per year; and 9 of the 13 hours are choir-term only, 41 weeks per year).

Salary: £8,585 Per Annum, paid monthly

Key Relationships: Director of Music, Team Rector, Pioneer Curate, Principal Choral Trainer, Lay Clerk Choral Trainers (Bass and Alto), Voluntary Lay Clerks and other members of the main choir and junior choir, Schools leadership, pupils and families who are part of Lifting Young Voices

Background to the Job

All Saints Kingston is a Hub Church in the Diocese of Southwark, focusing on **Growing Faith through Singing**. It recently received a 5-year funding stream for this from the diocese, enabling it to create a model that can be easily shared with other music focused churches seeking to reach young families.

The model is based on its **Lifting Young Voices** (LYV) programme, which started in September 2023 with a view to increasing the involvement of young people in church through music. This is done through providing high quality, whole class music lessons in local primary schools. Repertoire is chosen to fulfil aspects of the national curriculum and is a mix of secular and sacred.

Once a term we host a LYV concert at All Saints, to which we invite all the school groups we have been working with for that term and the Junior choir. The children are then invited to join the Junior Choir (for children aged 6-9). This choir currently rehearses on a Friday afternoon after school, and takes part in the monthly all age service. This newly established service aims to attract families, and the Junior choir acts as a pipeline for trebles in the main, auditioned choir.

This is part of a journey to develop a **Fresh Expression of Church** that will combine the rich tradition of choral singing with recent insights into how faith is nurtured through the connection between church, home and school. The aim is to grow a congregation that is both younger and more diverse, and to offer this as a model which other parishes might want to adopt.

Our story

The Choir of All Saints Kingston was first recorded in the church documents in the 13th century and was founded in its current form in the 19th century.

The choir at All Saints Church has a longstanding and national reputation for excellence. Musical standards are very high and the choir sings repertoire comparable to most cathedral music lists. The choir is 'semi-professional': the choristers and choral scholars are paid a termly fee. Three professional Lay Clerks (who also work in primary

schools) sing alongside the voluntary lay-clerks - auditioned singers who are highly experienced and many of whom sing with some of the country's best chamber choirs, opera companies and work as soloists.

The music department is led by a Director of Music, David Condry, who is assisted by an organist and the Junior Organ Scholar. There is a Principal Choral Trainer and two other Choral Trainer Lay Clerks (Bass and Alto). In addition, there is a Choir Matron, Choir Librarian and Choir Administrator. Fundraising and social events are organised by a choir committee. There is a choir association, which is an organisation for current and former choristers to keep in touch through a series of social events and an annual festival evensong.

Key Responsibilities

- Deliver weekly singing classes in two primary schools as part of the "Lifting Young Voices" Programme.
- Sing in the highly respected and historic All Saints Choir as a professional Lay Clerk.
- Help to strengthen the choral tradition, nurture young choristers and integrate the outreach work in the schools with the regular life of the church.
- Attend all services where Basses are required, unless previously agreed with the Director of Music. Where a Lay Clerk cannot attend a service, the Lay Clerk must arrange a deputy.

As a professional singer, you will be singing with a highly respected and historic choir. Performance standards are high and you will be expected to sing in services to a professional standard. Opportunities for solos arise regularly. There will be opportunities, should you wish, to give vocal recitals in the Monday Chamber Music recital series. Part of the role of a Lay Clerk is to act as a mentor to our younger Choral Scholars. This will involve being a first port of call for them for advice on developing vocal skills, sight reading skills and thinking about future work.

Weekly Schedule

An example term time week is outlined below, Choral Trainer Lay Clerk usual attendance is marked *LCs

Times to be confirmed at a time efficient for you:

Deliver singing lessons of **approximately 40 minutes** in 2 Primary Schools in Kingston Deanery.

Wednesday:

16:50 for 17:00 rehearsal and 17:30 choral evensong (ending approx.18:00). *LCs
(not every Wednesday)

Friday:

17:45 Probationers training
18:15 Choristers and Choral Scholars rehearsal
19:30 - 20:30 Full Choir rehearsal *LCs

Sunday:

08:50 for 09:00 Rehearsal *LCs

09:30 Choral Eucharist, ending approx. 10:30 *LCs

Break until rehearsal

11:15 full rehearsal, ending 12:00 *LCs

17:15 for 17:25 rehearsal *LCs

18:00 Choral Evensong ending approx. 19:00 *LCs

There are occasional special services for which you will be required, for example the ordination service on a Saturday in late June/early July, Christmas and Easter. Weddings and Funerals attract extra fees, paid directly by All Saints Church.

Safeguarding

In accordance with the Church of England Safeguarding Policy, our Diocese is committed to:

- promoting a safer environment and culture
- safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church
- responding promptly to every safeguarding concern or allegation
- caring pastorally for victims/survivors of abuse and other affected persons
- caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- responding to those who may pose a present risk to others

Full details of our Safeguarding Policy are contained with the Diocese of Southwark's, "A Safe Church", which can be found on our website, [Diocesan policies and procedures - The Diocese of Southwark](#)

This includes our commitment to Safer Recruitment, and our policy to abide by the Church of England's requirements contained in the Safer Recruitment and People Management Guidance, [Safer Recruitment and People Management Guidance | The Church of England](#)

You can find a copy of our Whistleblowing Policy and Recruitment of Ex-Offenders Policy on our website, [Vacancies - The Diocese of Southwark](#).

This role requires an Enhanced DBS check (with checks against the Barred Lists)

This role is exempt from the Rehabilitation of Offenders Act.

Applicants are asked to complete and submit the Church of England Confidential Form, which gives applicants the opportunity to disclose details of any convictions, cautions, final warnings and reprimands which are not protected i.e. not eligible for being filtered out in accordance with the [DBS filtering rules](#), and will be displayed on an enhanced DBS certificate.

A Confidential Declaration Form will need to be submitted at the same time as an application for this role. This form is included as part of the application process through the Church of England's Pathways application management system.

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Confidentiality

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

Person Specification

Lay Clerk Choral Trainers play a vital role in supporting the musical life of All Saints Kingston. The position is designed for talented professional singers who want an opportunity to be involved in music education outreach as well as professional performance. This role offers an opportunity to develop and enhance your skills in a supportive and musically thriving environment.

What we would love to see from you:

- Candidates should have advanced proficiency in vocal performance, previous choral singing experience is essential, and you may have qualifications in vocal performance.
- Strong sight-reading skills and familiarity with Anglican liturgy and choral music.
- Experience working with children and conducting choirs.
- Some keyboard skills would be helpful.
- Familiarity with the Christian faith and a willingness to teach this through the musical education we provide, both in school and church.
- Motivated to build strong relationships and willingness to engage in organised choir social activities.

- A commitment to inclusion and experience of fostering an inclusive environment, ideally in school or church settings.
- A commitment to implementing and upholding the safeguarding policies of the parish and schools.

Recent Repertoire:

- Langlais *Messe Solennelle*
- Howells *St Paul's Service*
- Leighton *Second Service*
- Bairstow *Blessed City, Heavenly Salem*
- Weelkes *Service" for Trebles"*
- Byrd *The Great Service*
- Mozart *Coronation Mass K. 317*
- Mozart *Missa Solemnis K. 337*
- Mozart *Credomesse K. 257*
- Bach *Lobet Denn Herrn BWV 230*

Benefits of working at All Saints Kingston

- You will be entitled to use the choir vestry for personal practice and for teaching, subject to the Church's safeguarding policy and availability in the church diary.
- Opportunities for professional growth and development both as part of a leading church choir and as part of a pioneering choral outreach programme.
- A supportive, social, and collaborative working environment (You are encouraged to join our social events if you would like to, including our weekly pub visits).
- All Saints has a long and proud tradition of singers and organists moving on to highly successful professional musical careers having developed their skills at All Saints Kingston.

Our approach to diversity is simple –it's about embracing everyone, and everyone is welcome at All Saints Church Kingston. We are committed to welcoming everyone, regardless of gender identity, orientation or expression. We are diverse in age, race, physical or mental ability, ethnicity, and perspective. Our diversity fuels our innovation, brings diversity of thought, and connects us closer to Jesus Christ through the community.

Applications to be made through Pathways

<https://www.cofepathways.org/members/modules/job/detail.php?record=10347>

Closing date for applications: **30 June 2026**

Interviews and auditions: **10th July 2026**

The Director of Music, David Condry will be happy to have an informal conversation about the role. He may be contacted by email: choir@allsaintskingston.co.uk



The Diocese of
Southwark



TERMS AND CONDITIONS
Choral Trainer Bass Lay Clerk
Fixed Term, until 31 December 2029



Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

All Saints Kingston, Market Place, Kingston-upon-Thames, Surrey, KT1 1JP.

Salary

The post has a salary of £8,585 per annum, paid monthly.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

Up to 13 hours per week, term time only (41 weeks/year).

Holiday Entitlement

You will receive 26 days annual leave per annum (pro rata for part time hours), increasing to 31 days after 2 years' service. There is also an entitlement to 8 national bank holidays (pro rata for part-time hours). Holiday should be taken in school/choir holidays.

The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Cycle to Work Scheme

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Employee Assistance Programme

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months' notice should you wish to resign and will receive a minimum of three months' notice.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.