

# RCMJD ORCHESTRAL VIOLA TUTOR

RCM Junior Department

Job reference number: 701-26



## Applicant Information Pack

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### Closing date

9am Tuesday 9 June 2026

### Interview date

Saturday 20 June 2026

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## Job Description

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<b>Job title</b>	RCMJD Orchestral Viola Tutor
<b>Department</b>	Junior Department
<b>Rate of pay</b>	£43.98 per hour
<b>Hours of work</b>	Part time – (Orchestral Coaching from <b>11.00 – 2.30 pm</b> on Saturdays, 10 weeks per term, 30 weeks in total per year)
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Head of Junior Programmes
<b>Responsible for</b>	Coaching viola section of the RCMJD Sinfonia (10 weeks per term) and RCMJD Symphony Orchestra (6 weeks per term)
<b>Liaises with</b>	<b>Internal</b> Head of Junior Programmes, RCMJD Operational Manager, Performance Manager & Administrative Coordinator  <b>External</b> RCMJD Parents and pupils
<b>Job overview</b>	<p>We are currently seeking an <b>experienced orchestral viola player</b> to join our team of highly skilled orchestral tutors as <b>Orchestral Viola Tutor</b>. There are currently eight orchestral tutors at the RCMJD, including a Senior String tutor, a Senior Woodwind Tutor and a Senior Brass Tutor. All orchestral tutors are highly experienced orchestral players with a wealth of professional experience. Tutors attend all rehearsals during the term for Sinfonia, and six rehearsals per term for Symphony Orchestra.</p> <p>The RCMJD Sinfonia Orchestra, conducted by Robert Hodge, consists of 70 students aged 14 -17. The orchestra contains many current and ex-members of the National Children’s Orchestra and London Schools’ Symphony Orchestra. Our Sinfonia Orchestra performs three concerts per year at the RCM. Rehearsals take place between 11.00 - 12.15 pm.</p> <p>The RCMJD Symphony Orchestra is conducted by Jacques Cohen and consists of 80 students aged 15 - 18. The orchestra performs at least three times per year at the RCM and at prestigious external venues including the Cadogan Hall and St. Johns Smith Square. Many members of the orchestra are current members or section leaders of the National Youth Orchestra of Great Britain. The Orchestra performs a wide range of demanding repertoire and often works with distinguished soloists, including Michael Collins. Performances have included Bartok’s <i>Concerto for Orchestra</i> and Stravinsky’s <i>Rite of Spring</i> at Cadogan Hall. Rehearsals take place between 12.30 and 2.30 pm.</p>

### Key Responsibilities

The successful candidate will be expected:

- To attend the RCMJD on ten weeks per term between the hours of 11.00 – 2.30 pm.
- To attend and assist during rehearsals of the RCMJD Sinfonia (10 weeks per term) and RCMJD Symphony Orchestra (6 weeks per term)

- To resolve problems with bowing/articulation/phrasing suitable for the level of players within each group discretely during rehearsals
- To run sectional rehearsals when required
- To give clear advice and training on orchestral playing, discipline and techniques
- To observe the viola section with regard to individuals experiencing particular problems in their playing, and reporting any such problems to the Performance Manager or Head of Junior Programmes
- To keep a general eye on behaviour within the section
- To be aware of and respect how our conductors run rehearsals, discussing any issues directly with them before/after rehearsals
- To advise the Head of Junior Programmes on orchestral seating, especially at the start of the year
- Attend the annual RCMJD Teachers' INSET meeting (attendance paid at standard hourly rate)
- Adhere to health and safety standards and work in line with Child Protection legislation and undertake Level 1 Safeguarding training once every three years (either online or through in-house training)
- Maintain effective channels of communication with RCMJD colleagues and the RCMJD office via email and telephone
- Promote the general progress and physical/emotional wellbeing of all RCMJD pupils

## Special Factors

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

Any appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
<b>Qualifications</b>	Widely recognised and highly respected practitioner, either as a performer or teacher	Essential	AF
	Music degree (or equivalent)	Desirable	AF
	Teaching diploma or relevant teaching qualification	Desirable	AF
<b>Experience, Skills &amp; Knowledge</b>	Relevant experience of teaching gifted and talented students aged 8 -18	Essential	AF, INT, ST
	Experience of orchestral coaching for nationally recognised musical organisation (e.g. NCO etc)	Desirable	AF, INT
<b>Personal Attributes</b>	Able to teach to an exceptionally high level of technical and musical proficiency	Essential	AF, INT, ST
	Able to communicate effectively with pupils, parents and colleagues both verbally and in writing	Essential	AF, INT, ST

Able to work in collaboration with conductors and fellow tutors with ease      Essential      AF, INT, ST

AF = Application Form    INT = Interview    ST = Selection Test

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

## Terms & Conditions

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<b>Availability</b>	The post is available from September 2026
<b>Contract type</b>	Permanent
<b>Hours of work</b>	<p>This role is offered on a part-time, hourly-paid basis.</p> <p>RCMJD operates on Saturdays during term-time only.</p> <p>We expect to be able to offer a minimum of 3.5 hours teaching per week, for approximately 30 weeks per year. Up to 7 hours of teaching per week may be available, depending on scheduling and timetable considerations for next academic year. The successful applicants will need to make a regular commitment to the RCMJD on Saturdays during term-time.</p>
<b>Rate of pay</b>	<p>The current rate of pay for Junior Department Teaching is £43.98 per hour.</p> <p>Junior Department teachers are paid through the RCM payroll.</p> <p>Payday is the 15<sup>th</sup> of each month or the last working day before this should the 15<sup>th</sup> fall on a weekend or bank holiday.</p>
<b>Visa/ Right to Work in the UK</b>	<p>If you have time limited permission to work in the UK you must provide full details on your Application for Employment form.</p> <p>If you do not have permission to work in the UK but would be eligible to apply for a Visa you must state the applicable route on your Application for Employment form. We suggest you use the online tool provided by the government to explore your eligibility and options relating to Visas. <a href="#">Visa Checking Tool</a></p> <p>Some applicants including prospective professors, may wish to explore the Global Talent Visa route. Further information about endorsement for this visa can be found on the <a href="#">Arts Council</a> website.</p> <p>This is <b>not</b> a role for which the RCM will act as a sponsor for the Skilled Worker route.</p>
<b>Immigration Advisors</b>	The HR department cannot act as immigration advisors however if you are an international student studying in the UK you can seek guidance from the <a href="#">UK Council for International Student Affairs (UKCISA)</a> . Alternatively the Office of the Immigration Services Commissioner (OISC) which regulates immigration advisers maintains a <a href="#">list of approved Immigration Advisors</a> .

<b>DBS check</b>	Any appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).
<b>Probation</b>	The post has a twelve-month probationary period.
<b>Notice period</b>	The appointment will be subject to termination by not less than one clear term's notice. Notice during probation will be one month's notice by either party.
<b>Pension</b>	The National Employment Savings Trust (NEST) is available for all junior department teachers, regardless of earnings. Employment with the Royal College of Music is automatically pensionable and teachers are enrolled in the scheme if they meet minimum criteria, unless they elect not to join the scheme. Employees electing not to join NEST may apply to join at a later date but this will be at the discretion of NEST and is not guaranteed. Details of the scheme are available from the NEST website: <a href="http://www.nestpensions.org.uk">http://www.nestpensions.org.uk</a> . Employer contributions are paid for members of NEST but are not made available for personal pension plans.

## Staff Benefits

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<b>Travel</b>	Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.  We also offer a tax-free bicycle loan under a similar repayment scheme.
<b>Events</b>	There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.
<b>Eye tests &amp; hearing tests</b>	The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.
<b>Employee Assistance Programme</b>	All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.
<b>Professional Development</b>	The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

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## About Us

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### The College

Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 60 countries studying at undergraduate, master's or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and animateurs. The RCM was ranked as the No. 1 in the UK and Europe, and second globally, for both Music and Performing Arts in the 2026 QS World University Rankings by Subject. The College has held global first and second positions in Performing Arts for five successive years, while Music is a new subject introduced to the rankings in 2024.

### Staff

The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over 100 administrative staff.

### Location

The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

### Junior Department

The Royal College of Music Junior Department (RCMJJD) is a specialist term-time only Saturday school offering advanced training to musicians between the ages of 8 and 18. Students combine studying at RCMJD with their general education at their chosen week-day school. Students come together at the RCM London each Saturday for a tailor-made programme of individual instrument/voice/composition lessons, chamber music, orchestral and choral training, and general musicianship. Our staff are professional performers/composers as well as teachers and offer the highest standards of tuition and coaching. Most RCMJD students continue their musical studies at the RCM or other major conservatoires/universities. More information about the RCMJD is available on the RCM website.

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## How to Apply

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To apply, please complete our **1) Application form** and **2) Equal Opportunities form**, available to download from the [RCM website](#), and submit in PDF or Word format to [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk)

Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.

**Closing date**                    **9am Tuesday 9 June 2026**

Applications received after the stated closing date will not be considered.

**Interview date**                    **Saturday 20 June 2026**

With some roles at the RCM second interviews may take place. Shortlisted candidates will be notified in due course.

A test or presentation may form part of the interview process and details will be provided in the interview invitation.

If you have any questions about this position or the application process, please contact a member of the recruitment team on; [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk). If you need to receive this documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

Miranda Francis  
Head of Junior Programmes  
May 2026

