

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Instrumental Music Service Manager – Maternity Cover	<b>Grade:</b> PO2
<b>Section:</b> Music Service	<b>Directorate:</b> Children’s Services
<b>Responsible to following manager:</b> Assistant Head of Music Service	<b>Responsible for following staff:</b> Line management of c.30-50 instrumental tutors (casual posts)
<b>Post Number/s:</b> ZLP02	<b>Last review date:</b> 10/01/2019

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose

- Working in conjunction with the Assistant Head of Music Service to provide a cohesive instrumental music service in accordance with music service/ hub strategy.
- In conjunction with Senior Leadership Team, maintain, promote and develop instrumental services for; whole class, small group & 1- 1 tuition; ensembles and related performance opportunities & other instrument-related programmes to schools and other partners or stakeholders.
- To oversee all operational aspects of the Instrument Loan Service; including the tracking of instruments, maintenance and sourcing of new instruments.

- The post requires flexible working and willingness to work extended days and weekends to accommodate service needs: this may include Saturdays &/or Wednesdays at the Wandsworth Music Academy; attendance at major events/concerts; and accompanying music service ensembles on foreign tours

### **Specific Duties and Responsibilities**

- To timetable, coordinate and deliver as directed, the instrumental elements of the core and extension roles of the National Plan for Music Education. This will entail management and deployment of music tutors and negotiations with head teachers and school staff regarding timetabling and facilities.
- To lead and teach as required in whole class ensemble tuition programmes, small groups, one to one and at the Wandsworth Music Academy.
- To line manage a team of between c.30-50 instrumental music tutors in schools employed on casual contracts; and in conjunction with the Senior Leadership Team, the general deployment of the panel of music tutors in support of music service programmes.
- To contribute to the development of robust supervisory systems, including performance management, team teaching, staff mentoring and the development and delivery of CPD opportunities
- To oversee all operational aspects of the Instrument Loan Service; including the tracking of instruments, maintenance and sourcing of new instruments.
- To model outstanding musicianship and teaching in all aspects of work and ensure high quality delivery of the NPME core and extension roles
- To act in an organisational role in large and small scale performance events including holiday courses & foreign orchestral tours.
- To support and develop a range of borough ensembles, to include the resourcing/arranging of repertoire and to conduct/direct ensembles as required.
- In conjunction with the SLT and hub partners contribute to the planning, delivery & evaluation of the NPME as lead partners of the Music Education Hub.
- To contribute to funding applications as part of the music service team.

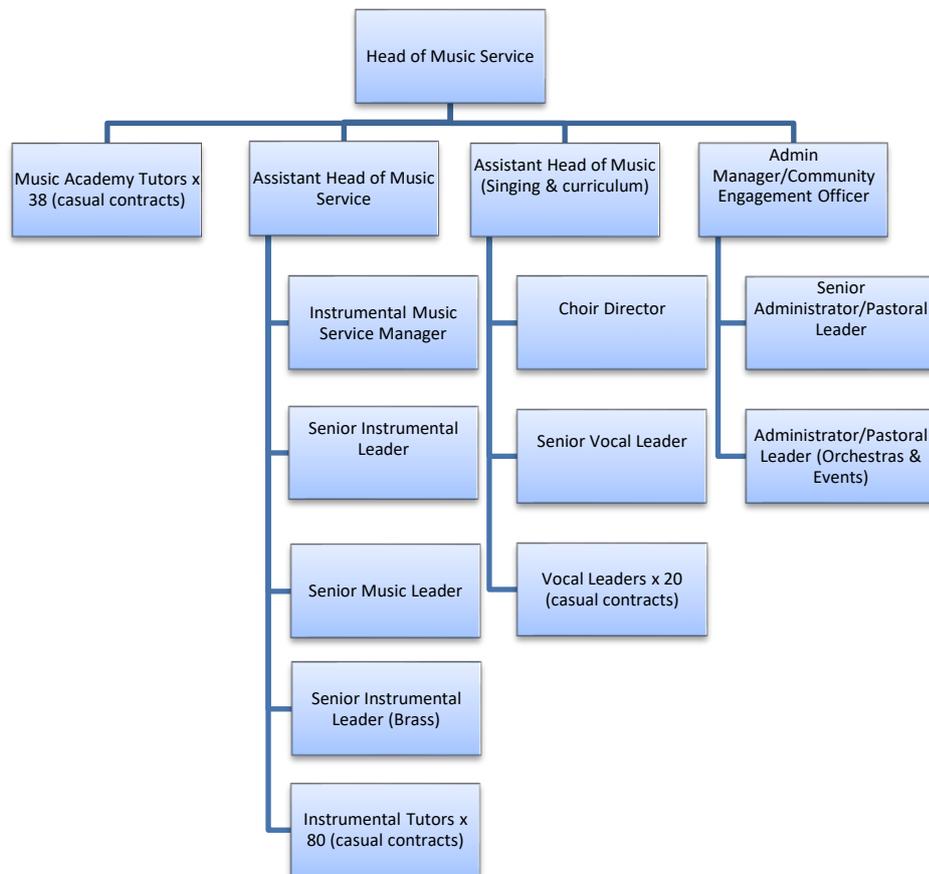
### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.

- To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

For clarification, this post is to work for Wandsworth Schools’ Music Service which serves Wandsworth schools as the lead partner of the Wandsworth Music Education Hub.



## Person Specification

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### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
<b>Knowledge</b>	
Knowledge and thorough understanding of the core and extension roles of the National Plan for Music Education and the responsibilities of the Music Service as lead partner of a music education hub.	A & I
Practical knowledge of a wide range of instruments and their teaching	A
<b>Experience</b>	
Proven expertise in teaching and developing WCET and instrumental programmes	A & I
Prior employment as a practising musician with experience of high level ensemble playing and/ or directing ensembles	A
Experience of line managing staff and quality assurance	A & I
<b>Skills</b>	
High level musical proficiency, including the use of Sibelius music notation software	A & I
Proven ability to effectively model excellent music teaching and support staff development	A & I
Highly organised and able to prioritise a complex workload	A
Ability to manage positive relationships and negotiations with a variety of stakeholders	A & I
Ability to provide a credible understanding of schools' needs to a variety of audiences including school staff, governors, parents/ carers and hub partners.	A & I
<b>Qualifications</b>	
Qualifications indicating a high level of musical understanding	A

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**