

Job Description

Job Title:	Deputy Lead for Music Service
Directorate:	Children and Family Services
Section:	Learning Services - City Music Service
Grade:	Teacher Leadership Spine L1 (QTS required)
Responsible to:	Lead for Music Service
Hours:	1265 per annum

Job Purpose

To support the Head of Service in both management and day-to-day operations of the City Music Service within the context of the Music Education Hub, ensuring the effective delivery of music services to schools and the wider community of children, young people and families in Stoke-on-Trent.

Principal Responsibilities

To undertake the following duties with due regard to the corporate policies of Stoke-on-Trent City Council:

- To monitor the business plan that links with the Stoke-on-Trent Learning Services plan and the requirements of the Regional Music Education Hub. To assist with the preparation of reports, plans and performance information as required.
- To manage effectively and efficiently in line with corporate vision, policies and procedures.
- To assist with the effective and efficient management of the City Music Service budget.
- To continually seek to maintain and improve standards and quality.
- To assist with the day to day management of the Service ensuring effective communication with all service users and stakeholders.
- To motivate and inspire CMS teachers to provide the best possible service including curriculum development and quality assurance.
- To be a visible and effective advocate for music education and for City Music Service

Key Duties / Responsibilities

- To report to the Head of Service, deputising in all aspects of the role as required.
- To attend meetings as required; preparing and giving written and verbal reports, making recommendations and responding to requests for information.
- To ensure that the City Music Service accords with the policies of the Local Authority.
- To ensure that all members of staff accept their responsibilities for all issues concerned with Health and Safety matters and to ensure that appropriate risk assessments are undertaken for City Music Service activities as the Educational Visits Coordinator.

- To promote and safeguard the welfare of children, young people and/or vulnerable adults.
- To assist with the effective and efficient management of the service budget to ensure effective coverage of costs on an annual basis. To have delegated responsibility of the budget for areas in line with the role.
- To assist with the day-to-day management of the City Music Service.
- To assist with the organisation of instrumental and vocal tuition, curriculum support, ensemble activities (including performances), workshops, projects and other activities provided by the City Music Service. To monitor the effectiveness and quality of provision and to ensure performance opportunities are available.
- To assist with the recruitment, deployment and performance management of staff within the City Music Service.
- To identify professional development needs and arrange appropriate training programmes. To contribute to the CPD programme for staff and the Music Hub.
- To observe teachers providing feedback on the quality of teaching and learning and areas for development.
- To market the service effectively to service users and to work closely with the Head of Service in securing contracts for services with schools, partners and parents.
- To develop partnerships with other organisations in order to broaden the scope of musical opportunities that can be offered to children and young people.
- To maintain personal and professional development through appropriate training activities in order to meet the demands of the post. To keep up to date the current developments and national initiatives and thinking in music education; disseminating as appropriate.
- To delegate duties to the teaching and administrative team of the City Music Service as appropriate.

Other Duties

To undertake any other activities, training and or/hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.



Person Specification

Job Title: Deputy Lead for Music Service
Directorate: Children and Family Services
Section: Learning Services - City Music Service

Minimum Essential Requirements - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
Knowledge and Qualifications			
A recognised music qualification	✓		
Qualified teacher status	✓		
Excellent knowledge of the music curriculum	✓		✓
Experience			
Experience of a leadership role	✓		✓
Experience of leading training or workforce development programmes	✓		✓
High level of personal musicianship	✓		
Experience of teaching across the Key Stages	✓		
Skills and Abilities			
Excellent personal, time management and organisational skills with the ability to work to deadlines	✓		
Ability to inspire and motivate pupils from a variety of backgrounds and experiences	✓		
Ability to show initiative and be proactive	✓		
Outstanding presentation skills and the ability to be an enthusiastic and effective communicator	✓		✓
Ability to work as part of a team, to establish good relations and having the confidence to liaise with a wide range of stakeholders and partners	✓		✓
Flexible approach in order to be able to respond to the needs of the Service			✓
A secure understanding of the specific challenges which Music Services face and an ability to respond to those challenges			✓
A secure understanding of music and the wider curriculum in schools			✓
Ability to lead and motivate teams of colleagues both within the service and across a range of partners	✓		✓
To be able to model and identify outstanding teaching and learning and to implement support programmes for staff where required	✓		✓
The ability to work in a changing environment and to embrace new initiatives including adapting existing systems to support changes in music education delivery	✓		
Ability to use ICT effectively and willingness to learn new ICT systems	✓		
The ability to be flexible understanding that the nature and demands of the post are not always predictable and that work may be required outside normal hours and during evenings and weekends from time to time.	✓		
An ability to fulfil all spoken aspects of the role with confidence through the medium of English			✓