

JOB DESCRIPTION

Job Title:	Schools Development Manager
Region:	Stoneham Court, Reading
Job Code:	HOD01-8 ET-1
Reporting Structure:	Senior Leader – Curriculum & Early Years

Primary Job Purpose

Ensure the ongoing musical success of the region by:

- working across the above region maintaining the reach of Berkshire Music Trust (BMT) across the area developing comprehensive music education provision for all children and young people in education settings.
- Supporting schools with their School Music Education Plans, ensuring their music provision is fit for purpose and promotes progression
- Ensuring the Services for School provision is appropriate and relevant to the changing demands of schools.

BMT's primary customers include parents, children, schools, wider community music and Early Years' groups.

Principal Responsibilities

1. Manage a portfolio of education settings in your area, supporting them with regular communication and encouraging their access to and participation in music education activities.
2. Ensure timely communication of the Services to Schools offer each year to your education settings and manage the distribution and signing of SLA's for relevant products.
3. Support the SL – Curriculum & Early Years to develop and deliver a programme of relevant and engaging CPD for school staff.
4. Support the development of primary and secondary school networks across the county to provide ongoing learning and development opportunities.
5. Seek to establish patches within your area where instrumental/vocal tuition is low and develop strategic approaches to increase participation.
6. Liaise with the Music Centre Development Manager for your area in order to carry out regular needs analysis to ensure progression from grass roots music making in schools into the Music Centres.
7. Take on a teaching role, as is commensurate with the post.
8. Keep abreast of educational developments within schools and music hubs including updates to the National Plan for Music Education, National Curriculum, and other school guidance.
9. Effectively communicate the core values and objectives of BMT.
10. You have a duty to take care of your own health and safety and that of others who may be affected by your actions at work. You must co-operate with employers and co-workers to help everyone meet their legal requirements
11. Promote and safeguard the welfare of all pupils and service users within the BMT, raising any concerns in accordance with protocols and procedures.
12. Any other duties commensurate with the post that may be assigned by the CEO.

Role Specialisms

1. In-depth knowledge of the National Plan for Music Education and National Curriculum for Music.

Our Values

- **Inclusivity** – we believe music should be accessible to all
- **Respect** – we respect others views and lived experiences
- **Transparency** – we are open and honest
- **Innovation** – we continuously evolve and adapt to changing needs
- **Responsibility** – we take responsibility for our mission
- **Partnership** – we embrace partnership working

ROLE SPECIFICATION

	Criteria
Skills and Abilities	• A degree or equivalent qualification in music. • Highly experienced musician and educator with appropriate musical/ teaching qualification/s • Significant experience as a peripatetic or classroom teacher • Committed to the delivery of strategically joined-up music services provision based upon collaborative hub working • Able to establish music tuition and to develop local approaches to increase participation • Able to arrange varied music activities and manage music events
Experience	• Experience of providing professional and pastoral leadership for staff ensuring statutory policies and procedures are complied with • Experience of liaising with schools and managing complex stakeholder relationships • Experience of arranging and managing events • Experience of working with external stakeholders and managing formal agreements.
Knowledge	• Knowledge of educational developments within schools and music hubs including Ofsted frameworks and guidance • Knowledge of the National Plan for music Education and how it is applied in a Music Hub setting • Knowledge of music hub working and how to increase participation
Personal attributes and other requirements	• An effective learner with a track record of on-going development • Strong communication and interpersonal skills, conveying and receiving information effectively • Excellent and accurate standard of written and verbal communication • A confident user of IT to make working practices and procedures more effective • Ability to think and plan strategically • Energy and resilience • Be forward looking, with an open, growth mind-set and the ability to take a 'big picture' view

	Willingness to undertake arrangements outside standard office hours BMT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to an Enhanced Disclosure and Barring Service (DBS) check. Berkshire Music Trust takes the responsibility of child protection very seriously and checks the suitability of staff and volunteers to work with children. BMTs is an equal opportunities employer.
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ROLE COMPETENCIES

Competency Group – Communication	
Competency Title	Description
Listening	Understands and learns from what others say.
Reading Comprehension	Grasps the meaning of information written in English, and applies it to work situations.
Speaking	Conveys ideas and facts orally using language the audience will best understand.
Writing	Conveys ideas and facts in writing using language the reader will best understand.
Competency Group - Cognition	
Competency Title	Description
Analysis/Reasoning	Examines data to grasp issues, draw conclusions, and solve problems.
Creative & Innovative Thinking	Develops fresh ideas that provide solutions to all types of workplace challenges.
Decision Making & Judgment	Makes timely, informed decisions that take into account the facts, goals, constraints, and risks.
Mathematical Reasoning	Uses mathematical techniques to calculate data or solve practical problems.
Problem Solving	Resolves difficult or complicated challenges.
Researching Information	Identifies, collects, and organizes data for analysis and decision-making.
Competency Group – Personal Effectiveness	

Competency Title	Description
Accountability & Dependability	Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.
Adaptability & Flexibility	Adapts to changing business needs, conditions, and work responsibilities.
Attention to Detail	Diligently attends to details and pursues quality in accomplishing tasks.
Customer Focus	Builds and maintains customer satisfaction with the products and services offered by the organization.
Development & Continual Learning	Displays an ongoing commitment to learning and self-improvement.
Ethics & Integrity	Earns others' trust and respect through consistent honesty and professionalism in all interactions.
Results Focus & Initiative	Focuses on results and desired outcomes and how best to achieve them. Gets the job done.
Safety Focus	Adheres to all workplace and trade safety laws, regulations, standards, and practices.
Self-Management	Manages own time, priorities, and resources to achieve goals.
Stress Tolerance	Maintains composure in highly stressful or adverse situations.
Tact	Diplomatically handles challenging or tense interpersonal situations.
Competency Group – Interaction with Others	
Competency Title	Description
Influencing Others	Influences others to be excited and committed to furthering the organization's objectives.
Relationship Building	Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.
Teamwork	Promotes cooperation and commitment within a team to achieve goals and deliverables.
Valuing Diversity	Helps create a work environment that embraces and appreciates diversity.
Competency Group – Occupational	
Competency Title	Description
Advocating Causes	Influences others to act in support of ideas, programs, or causes.

Enforcing Laws, Rules, & Regulations	Enforces governmental laws, rules, and regulations, and initiates enforcement actions in a way that the public perceives as fair, objective, and reasonable.
Facilitating Groups	Enables cooperative and productive group interactions.
Gaining Voluntary Compliance	Convinces others to follow recommendations and advice to bring them into compliance with regulations, standards, or policies
Interviewing Others	Asks questions in ways that enhance the clarity, quality, and reliability of information.
Managing Projects or Programs	Structures and directs others' work on projects or programs.
Mediating Disputes	Helps others resolve complex or sensitive disagreements and conflicts.
Negotiating Agreements	Reaches deals or compromises.
Providing Consultation	Partners with clients to identify and resolve complex or sensitive issues.
Training & Presenting Information	Formally delivers information to groups.
Competency Group – Management Qualities	
Competency Title	Description
Business Alignment	Aligns the direction, products, services, and performance of a business line with the rest of the organization.
Coaching & Mentoring	Enables co-workers to grow and succeed through feedback, instruction, and encouragement.
Leadership	Promotes organizational mission and goals, and shows the way to achieve them.
Fiscal Accountability	Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions.
Organizational & Political Savvy	Uses knowledge of the organizational and political climate to solve problems and accomplish goals.
Planning & Organizing	Coordinates ideas and resources to achieve goals.
Strategic Vision	Sees the big, long-range picture.