

Arts, Culture and Libraries

Redbridge Music Service Head of Teaching and Learning

Job Description and Person Specification

Job Description

Job Title:	Head of Teaching & Learning
Service Area:	Arts, Culture & Libraries
Team:	Redbridge Music Service
Grade:	VR14
Hours/weeks: <i>E.g. 40 hours/52.14 weeks</i>	School Term time with the requirement to support concerts and events outside of the school week when necessary, including residential trips. Some cover may be required during school holidays in conjunction with the Head of Music to ensure service continuity and representation.
Base location:	John Savage Centre, Fencepiece Road, Hainault, Ilford, IG6 2NB
Reports to: <i>Job title</i>	Head of Music Service
Responsible for: <i>Job titles of direct reports</i>	Assistant Heads of Service/Subject Leads, and through them a team of Music Teachers
Role purpose and role dimensions: <i>Overview of the job</i>	<p>To lead a team of Teachers working in schools and at the Music Centre to ensure the day-to-day delivery of teaching and services.</p> <p>To line manage the teaching team and to lead on operational management for the Music Service.</p> <p>To act as Deputy for the Head of Music Service in relation to the Music Service.</p> <p>To contribute to the development of the Music Service within Libraries and Culture.</p> <p>To teach and direct ensembles according to your specialism in schools and at the Music Centre, demonstrating outstanding teaching.</p> <p>When necessary to conduct formal procedures and have knowledge of HR processes and procedures.</p>
Key external contacts: <i>Organisations</i>	<p>Providers and suppliers to Redbridge Music Service.</p> <p>Partner providers within the Redbridge Music Education Hub for example LSO, Barbican etc.</p> <p>School leadership teams.</p> <p>Families and schools in Redbridge.</p>
Key internal contacts: <i>Job titles or groups of staff</i>	The rest of the Music Service Team, Finance, HR and Pay and Contracts officers within Vision RCL and London Borough of Redbridge.
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	<p>Along with the Head of Music Service to manage and monitor the Music Service Budget £2,700,000.</p> <p>Ensure that the instrumental resources are maintained and deployed effectively.</p>

<p>Key areas for decision making:</p>	<p>Appointment and deployment of staff.</p> <p>Service development & delivery.</p> <p>Partnership provision development.</p> <p>Providing data and text as part of the annual data return for Arts Council England.</p> <p>Reviewing existing and contribute to the development of policies across Vision RCL – Equity, Diversity and Inclusion, Green Policies etc.</p> <p>Artistic and Educational content of curriculum, including implementation of the National Plan for Music Education.</p>
<p>Other considerations: <i>E.g. working patterns</i></p>	<p>The Music Service operates mostly during term times, but some evening and Saturday work is required.</p>

<p>Key accountabilities and result areas:</p>	<p>Key elements:</p>
<p>Be responsible for the day to day running of the Music Service</p>	<p>Having an overview of the offsite provision of the service and ensuring that staff and resources are deployed effectively and efficiently.</p>
<p>Contribute to the development of the Music Service</p>	<p>Working closely with the Head of Music Service to set the strategic direction of the music service and maintain an overview of the implementation of service developments. Contribute to the wider to the delivery of the Company/Borough's wider cultural, artistic and educational aims and objectives.</p>
<p>Provide Line Management for a teaching team.</p>	<p>Directly line managing a team of Assistant Head Teachers and Teachers with specific areas of responsibility.</p> <p>Overseeing the appointment and deployment of the teaching team.</p>
<p>Ensuring that the Music Centre provides appropriate teaching, ensemble and performance opportunities for out of school music making.</p>	<p>Along with your team of Heads of Department being responsible for the work at Redbridge Music service which operates all weekdays, evenings and Saturday mornings and provides over 40 performances over the year. Ensure the Music Service's participation in the Borough's wider arts and culture programme.</p>
<p>Teaching according to your specialism in schools and at the Music Centre</p>	<p>Contributing up to 10 hours of teaching within the service. This can be classroom or instrumental / vocal / ensemble. All members of the leadership team are expected to model outstanding teaching in a variety of settings.</p>

General accountabilities and responsibilities

The above mentioned duties are neither exclusive nor exhaustive. From time to time the post holder will be expected to undertake any other responsibilities commensurate with the grade and post

The job holder will be also expected to:

To adopt Vision's Values and personal charter

Contribute to deliver Vision's Sustainability Strategy

Comply with GDPR legislation and Vision's Code of Conduct and maintain a high standard of personal conduct, including, honesty and integrity.

Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. A DBS will be required for all regulated positions.

Committed to fostering a positive and inclusive culture and upholding our values to build a diverse and inclusive workforce which is reflected in the services we provide within our communities

Provide customer service excellence

Responsible for own Health and Safety, those of your colleagues and service users

Person Specification

Job Title	Head of Teaching and Learning	
Method of candidate assessment: A = Application Form I = Interview T= Test		
Weighting: Essential (E) - Desirable (D)		
Disability Confident: We guarantee an interview for anyone who has a disability as defined in the Equality Act 2010 and who meets “ Essential ” as a minimum job weighting criteria.		
Selection Criteria	A - I	Weighting (E or D)
Education and Qualifications:		
Music Degree or equivalent.	A	E
QTS	A	D
Experience:		
Experience of a senior management role in a Music Hub or School.	A	D
Good knowledge of the National Curriculum for Music and the expectations of the National Plan for Music Education and subsequent updates.	I	E
Ability to adapt and seek positive opportunities in the changing landscape of education.	I	E
An understanding of the needs of a range of learners in music including those who aspire to a career in performance.	I	E
Skills:		
Ability to articulate the vision, aspirations and achievements of the Music Service to a variety of audiences, using evidence and data when appropriate.	A&I	E
Good project management skills including problem solving, and effective delegation. A good understanding of the priorities for the Company, Local Authority and Redbridge Music Service.	A&I	E
Ability to inspire teachers and pupils to achieve at the highest level in music. To put openness and integrity at the centre of your interactions.	I	E
Ability to ensure staff feel valued for their contribution and to provide a range of routes for teachers at all levels to have career progression. Knowledge and ability to challenge and improve poor performance. Ability to deliver and commission effective CPD for teachers and managers.	A&I	E
Excellent musical skills including ability to direct senior ensembles, Effective oral and written communication.	A&I	E
Good IT skills	A&I	E
Knowledge:		
A good understanding of the needs of various stakeholders of the Music Service including schools, families, partners and major funders including the Arts Council and Local Authority.	A&I	E
Knowledge and experience of the role that the arts and culture can contribute to developing a cohesive community, particularly in an area with a diverse and transient population.	A&I	E

<p>Understanding of a range of effective strategies to inspire and build an effective team. Ability to coach and mentor teachers at all stages of their career to ensure that the service continues to develop and improve.</p> <p>Knowledge and/or experience of how pupils with additional needs and a variety of cultural backgrounds can be supported to access music education.</p>	<p>A&I</p> <p>A&I</p>	<p>E</p> <p>E</p>
<p>Other job requirements: The remuneration for this role does not have specified hours but the expectation is to be available during the school year. This post requires Saturday work and some evenings.</p>	<p></p>	<p></p>