

Employer: Musica Kirklees
Job Title: Assistant Principal, Musica Kirklees
Location: Kirklees, West Yorkshire
Salary: £47,000 per annum
Contract Type: Full-Time, Permanent
Start Date: 1st January 2025



About the Role:

We are seeking to appoint a dynamic and passionate Assistant Principal. The successful candidate will play a pivotal role in the organisation's leadership and management, ensuring the delivery of high-quality music education and creating performance opportunities across Kirklees. As the Assistant Principal, you will work closely with the Principal as part of the Senior Leadership Team (SLT) and alongside a dedicated group of music teachers to inspire a love of music and develop musical excellence among students of all ages and abilities.

This is a full-time post based on 42 weeks per annum and includes membership of the national Teachers Pension Scheme.

Key Responsibilities:

- Supporting the Principal and Vice Principal.
- Developing key strategies and policy development to ensure the organisation continues to innovate.
- Line-managing five Area Managers and Project Based Lead roles.
- Overseeing the Continuous Professional Development and Learning (CPDL) provision for both Musica Kirklees staff and school-based colleagues across Kirklees.
- Assist the Principal in relation to all matters for the West Yorkshire Hub, focusing on progression across West Yorkshire, and deputise at meetings as and when required.

Additional Responsibilities:

- Assist in obtaining additional funding streams in line with company policies.
- Occasionally be required to attend external events that fall outside your normal working week and represent Musica Kirklees. This may include meetings, concerts, meet and greets, and developing new relationships on behalf of Musica Kirklees.
- Safeguarding young people and undertaking Designated Safeguarding Lead (DSL) training.
- Monitoring the Performance Management system of Musica Kirklees.
- Overseeing network meetings (Primary, Secondary, SEND and Sixth Forms).

- Working alongside the Quality Assurance Manager in relation to staffing and supporting staff development.

Other

- To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Principal from time to time.
- To carry out all duties at all times in compliance with the Musica Kirklees Equal Opportunities Policy and other policies designed to protect employees and service users.

This post will be on a full-time management contract:

- 35 hours per week
- 42 weeks per year
- Approximately two days' teaching/directing per week during term time

The Assistant Principal is responsible to the Principal and Vice Principal.

The Assistant Principal is responsible for the staff they line manage.

PERSON SPECIFICATION (overleaf)

The person specification is a picture of skills, knowledge and experience required to carry out the role.

Key

E: Essential

D: Desirable

A: Application Form

I: Interview

Knowledge, including educational qualifications:	Essential (E)	Desirable (D)	How Assessed (A/I)
Qualification to degree level or equivalent with a professional qualification in music or music education	E		A
Knowledge and understanding of current music education pedagogy across settings	E		I
Knowledge and understanding of music service and music hub structure, function and purpose	E		I
Experience:			
Be an excellent practitioner in your field	E		A
Experience of managing and directing an ensemble	E		A/I
Experience of working at a senior level as part of a leadership team		D	A/I
Experience of line management of staff, including their performance management	E		A/I
Aptitudes, Skills & Competencies:			
Ability to lead, manage, and motivate staff, as well as deliver services of high quality in a timely way	E		I
Excellent interpersonal skills with the ability to communicate positively and effectively with children, young people, parents/carers, and colleagues	E		I
The ability to inspire and enthuse children and young people within a positive learning environment	E		A/I
Good time management and organisational skills	E		A/I
Ability to show initiative and be proactive	E		I
Ability to work as part of a team and independently and deputise for the Principal when required	E		I
Support progression and inclusive practice throughout the organisation	E		I
Create opportunities for colleagues to aid their progression	E		I
A full driving licence and access to transport is desirable for this role		D	A
IT skills		D	A

Knowledge, including educational qualifications:	Essential (E)	Desirable (D)	How Assessed (A/I)
Experience working in a music service/hub or a similar environment		D	A
Experience in working with a wide range of stakeholders, including schools, parents, and community organisations		D	A
Knowledge of funding streams and experience in writing successful funding applications		D	I
Ability to manage budgets and resources effectively		D	I

How to Apply:

Please submit your letter of application outlining your suitability for the role alongside a copy of your CV.

Applications should be sent to niki.matthews@musicakirklees.org by 12 noon on Tuesday, October 1st, 2024.

Interviews are scheduled to take place on Thursday, October 24th, 2024

Musica Kirklees is committed to safeguarding and promoting children's and young people's welfare and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS check. Musica Kirklees promotes an inclusive working environment.

This job description reflects the duties and responsibilities of the role at the time of writing. The post holder may be required to undertake other duties as reasonably required by the Principal or the organisation.