

Arts, Culture and Libraries

Redbridge Music Service Assistant Head of Service

Job Description and Person Specification

Job Description

Job Title:	Assistant Head of Service
Service Area:	Arts, Culture & Libraries
Team:	Redbridge Music Service
Grade:	VR12
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. Delivery across 39 school weeks. 37.5 hours per week plus 2.5 hours paid breaks for full time staff. School holidays are in line with school term dates set by London borough of Redbridge.
Base location:	John Savage Centre, Fencepiece Road, Hainault, Ilford, IG6 2NB
Reports to: <i>Job title</i>	Head of Teaching and Learning/Deputy Head of Service
Responsible for: <i>Job titles of direct reports</i>	Music Development Leaders and Instrumental/Vocal staff
Role purpose and role dimensions: <i>Overview of the job</i>	<p>To be a member of the leadership team and contribute to the development of the Music Service and its staff within Libraries and Culture.</p> <p>Lead a team of teachers within Redbridge Music Service as designated or required under the direction of the Head of Music Service/Head of Teaching and Learning.</p> <p>To ensure the day-to-day delivery of teaching and continuity of service.</p> <p>Provide advice and support to schools, facilitate curriculum delivery and support schools with the National Plan for Music Education.</p> <p>Contribute to the development of the music equality, diversity and inclusion strategy, widening and ensuring access to a breadth of quality music opportunities.</p> <p>Working in conjunction with the Music Development Manager to identify priorities and deliver opportunities, increasing access to the music service and providing better outcomes for our students and communities.</p> <p>To teach and direct ensembles according to your specialism in schools and at the Music Centre, demonstrating outstanding teaching.</p>
Key external contacts: <i>Organisations</i>	<p>Schools in Redbridge including Music Coordinators and Heads of Music</p> <p>Partner providers within London East Music Hub</p> <p>Heads of Department</p> <p>Other music partners and providers</p>

<p>Key internal contacts: <i>Job titles or groups of staff</i></p>	<p>RMS Leadership Team</p> <p>Teachers with specific areas of responsibility</p> <p>Administrative and support staff at the Music Centre.</p> <p>Teachers in schools and at the Music Centre.</p> <p>Cultural Services, Operational and Development Managers across Vision RCL</p>
<p>Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i></p>	<p>Ensure the financial viability of the service with effective and efficient timetabling, allocation of staff and instrumental resources which are maintained and deployed effectively.</p> <p>Supporting office staff to finding solutions to operational challenges for peripatetic teachers.</p> <p>Working with school colleagues to ensure the music service understands their needs and provides a professional service.</p>
<p>Key areas for decision making:</p>	<p>Deployment of staff within your team.</p> <p>Performance management of teachers.</p> <p>Coordinating staff to assist with the development of the instrumental/vocal curriculum.</p> <p>Organising staff to assist with event organisation.</p>
<p>Other considerations: <i>E.g. working patterns</i></p>	<p>Flexibility is key to this role and flexible working scheme is in place, in line with operational need.</p> <p>The music service operates mostly during term-times and operates Monday to Saturday, therefore weekend working may be required as part of this role on rotation.</p> <p>Evening working is required to support performances and music school activities, with time off.</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>This will involve:</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>This will involve:</p> <p>As a Senior Manager within the Music Service, you will demonstrate strong leadership and management skills and contribute to the wider development of the service.</p> <p>Contributing to leadership meetings and keeping up to date with current developments in Music Education.</p> <p>Attending and contributing to wider sector partnerships and meetings, applying best practice and learning to service development at RMS.</p> <p>Contributing to overall service strategies and development plans; leading on specific aspects.</p> <p>Supporting teachers with quality service delivery, including the rollout of new services and initiatives.</p> <p>Anticipate, plan, manage and co-ordinate staffing and resources to effectively manage and deliver services to schools.</p> <p>This will include future staffing needs, instrument/resource requirements and other considerations for service delivery.</p> <p>Work as a member of the Music Leadership Team to ensure the viability and success of the service; identifying opportunities for improvement and increasing participation in music activity.</p> <p>Being proactive in identifying solutions to operational challenges and implementing them.</p>
<p>Provide Line Management for a teaching team.</p>	<p>This will involve:</p> <p>Providing management for your team as allocated, including all disciplinary, absence management, conduct, capability and performance matters, liaising with Senior Management and Vision's HR function as necessary.</p> <p>As a Senior Manager within the company, you may need to support HR processes and procedures across the wider Vision team from time to time.</p> <p>Undertake lesson observation and feedback to your team.</p> <p>Being responsible for deployment of the team into schools in a cost-effective way; contributing to the sound financial management of the service.</p> <p>Ensuring that there is good leadership within the team including providing mentorship to teachers with specific areas of responsibility.</p> <p>Ensuring members of your team have access to professional development opportunities.</p>
<p>Ensuring that the Music Centre provides appropriate teaching, ensemble and performance opportunities for out of school music making.</p>	<p>This will involve:</p> <p>Positively manage relationships with schools, parents and other partners; proactively manage services and resolve issues at the earliest opportunity.</p>
<p>Teaching according to your specialism in schools and at the Music Centre</p>	<p>This will involve:</p> <p>Contributing up to 15 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	Assistant Head of Service	
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 or significant experience of classroom delivery	A	D
Experience:		
Experience of teaching in either 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
Experience of working with a range of partners in Music Education.	A&I	D
Skills:		
Credibility with schools, teachers, parents and the wider music community.	A&I	E
A good understanding and empathy of the wider issues faced by schools and Music Services	A&I	E
Ability to adapt and seek positive opportunities in the changing landscape of music education.	A&I	E
Understands the opportunities and positive outcomes associated with music.	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.	A&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.	A&I	E
Excellent musical skills including ability to direct senior ensembles, Effective oral and written communication.	A&I	E
Ability to inspire, support and coach teachers to ensure pupils make progress.	A&I	E
Deliver outstanding lessons and the ability to assess and plan for pupils to ensure they achieve their potential.	I	E
Manage a remote team including effective deployment.	A&I	E
Support and mentor staff through change.	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. 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 A&I	E E
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. Knowledge and/or experience of how pupils with additional needs and a variety of cultural backgrounds can be supported to access music education. Knowledge of lesson evaluation and feedback.	A&I A&I A&I	E E E
Other job requirements: The expectation of this role is to be available during the school year. This post requires occasional Saturday work and some evenings.		E