

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Operational Manager Schools	JEID	
Salary Grade:	Leadership Pay spine: Points L1 to L5		
Team:	Warwickshire Music		
Service Area:	Communities		
Primary Location:	Saltisford Office Park		
Political Restriction	This position is not politically restricted.		
Responsible to:	Director		
Responsible for:	Operational management of all issues relating to Warwickshire Music activities in School, Music Centre & Ensemble setting and the quality of delivery, with particular responsibility for delivery matters and school relationships in North and East Warwickshire. Line management and appraisal of named Senior and Peripatetic teachers		

Role Purpose

As a member of the management team to contribute to:

- Overall strategic and financial management of Warwickshire Music
- the development, organisation and implementation of the Warwickshire Music's curriculum – leading on Music Centre and community activities
- Policies on safeguarding, curriculum, teaching and learning, assessment, recording and reporting
- ensuring that the learning and teaching provided by different instrumental disciplines and teaching teams form a co-ordinated, coherent curriculum
- Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary information for ACE (Arts Council England)
- Strategies to ensure continuity of learning and effective progression

- Planning and delivery of large-scale events
- To the management of stock and inventory alongside the Operational Manager (staff) with specific responsibility for school-based stock.

Role Responsibilities

The management of school & Music Centre Delivery

- To provide professional leadership and management to develop the work of Warwickshire Music with specific responsibility for communication with schools regarding the quality of provision and the smooth administration of all matters relating to school delivery and in particular delivery in the North & East of the County.
- To oversee and manage all Music Centre and County Ensembles activities and performances.
- To work successfully with the Operational Manager (staff) supporting all aspects of the Warwickshire Music delivery; in particular, teacher deployment and timetabling actions.
- To be responsible for the mentoring, line management and performance management of senior teachers and peripatetic staff, alongside the Delivery Lead and Operational Manager (staffing)
- To participate in the recruitment and development of all teachers
- To lead on liaison with school-based colleagues and visit schools based colleagues to include music co-ordinators, Head of Music and Headteachers as appropriate.
- To organise the annual schools' conference and Music Hub CPD opportunities
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To be responsible for supporting the appraisal of the performance of teachers.
- To provide professional advice and support and the identification of training needs
- To provide inspirational leadership through exemplary teaching practice.
- To undertake all reasonable duties as part of the management team as requested by the Delivery Lead
- To teach each week as required and directed by the Delivery Lead

Relationships

- To foster positive relationships with all colleagues within Warwickshire Music, specifically working in close partnership with the Operational Manager (Staff).
- To develop and maintain positive links with key Warwickshire Music partners, parents and schools as appropriate.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Degree, performance or teaching diploma or equivalent	A,I,D
Outstanding communication and organisational skills – to include aural and written skills	A,I
The ability to work constructively and co-operatively in a team	I,D
Relevant management or senior leadership experience in a range of responsibilities	A,I,D
Evidence of excellent music education delivery in a range of teaching	A,I,D
High level of instrumental/vocal performance skill	A,I
Knowledge and understanding of relevant educational issues, including access, equality and inclusion, safeguarding and health and safety legislation.	A,I
Ability to motivate and inspire.	A,I
High expectations of self and others and ability to work to deadlines	A,I
Consistent and provable excellence in all administrative matters	A,I,
Commitment to Warwickshire Music values and ethos	A,I,
Commitment to continued professional development	A,D
Full driving licence and ability to travel effectively across the county	A,D
Ability to work independently and to agreed KPIs	A,I,D
Enhanced DBS clearance	D

Desirable Criteria

Assessed By:

Music degree	D
experience of dealing with volunteers (parents or pupils)	A

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	X Restricted postural change – prolonged sitting
X Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
X Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	x Face-to-face contact with members of the public
<input checked="" type="checkbox"/> Other (please specify):	Evening and weekend working as required to meet service delivery needs