

## Application Pack

### Area Leader, Access & Inclusion Strategy Manager

Thank you for your interest in the position of Area Leader, Access & Inclusion Strategy Manager at Warwickshire Music.

[Warwickshire Music](#) is the principal provider of Music Education Services in Warwickshire and is currently the lead delivery partner in the Warwickshire Music Education Hub. Our large team of teachers provide lessons and musical opportunities to over 11,000 children and young people in schools, academies, and Area Music Centres each week.

Warwickshire Music is a multi-million pound fully traded Education Service within Warwickshire County Council. It forms part of the council's Education Delivery Services group that includes Adult & Community Learning, Attendance, Governor, and Post 16 Services.

This is an exciting time for Warwickshire Music as we prepare for new Music Hub arrangements for the local authority areas of Warwickshire, Coventry, and Solihull from September 2024.

The creation of this, and three other new senior leadership roles within the Service marks a milestone in our development that will place Warwickshire Music in a strong position to respond to requirements of the refreshed National Plan for Music Education through a new locality led approach to our support and delivery to schools and academies across Warwickshire.

We are keen to hear from outstanding leaders and managers who can bring a diverse range of exceptional skills and experiences that will enable them to provide great leadership and management for our teaching teams, and build great relationships with our school and academy leaders that will extend and develop the support and range of musical opportunities we provide for children and young people in Warwickshire.

Additionally, for this role a professional who can bring innovation and a pragmatic can do approach to the removal of barriers to ensure equity for all children and young people to access, engage in and make good progress in high quality musical opportunities through a range of pathways, regardless of their background or starting point.

Full details of the range of services and opportunities Warwickshire Music provides can be found in our latest Prospectus of Services and Opportunities [here](#).

Whilst full details about the role can be found in the job description below.

For an informal conversation about the role prior to application, please do contact me directly at:

[richardhart@warwickshire.gov.uk](mailto:richardhart@warwickshire.gov.uk)

## Application Process

Application is by online application form. C.V.s are not accepted.

Candidates wishing to apply for more than one of the Area Leader roles should make this clear on their application form and include details of relevant experience and skills under separate headings within their supporting statement.

Applications for this role will close on **8<sup>th</sup> May 2023**.

## Interviews

Interviews for this role are planned to take place in Warwick on **Friday 19<sup>th</sup> May** with second round interviews for successful candidates on **Wednesday 24<sup>th</sup> May**.

Best wishes

Richard

**Richard Hart**

**Delivery Lead**

**Warwickshire Music**

# 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:	<b>Area Leader, Access &amp; Inclusion Strategy Manager and DSL.</b>	JEID	
Salary Grade:	Soulbury 4 to 7 (+3 spa points)		
Team:	Warwickshire Music		
Service Area:	People Directorate		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position not politically restricted.		
Responsible to:	Warwickshire Music Delivery Lead		
Responsible for:	<ul style="list-style-type: none"><li>Leading and effectively managing the delivery of all music education activities and outcomes provided by Warwickshire Music and the Music Hub in a defined area of Warwickshire.</li><li>Leading Access &amp; Inclusion, EDI, Youth Voice and Needs Analysis strategies to build an accessible and inclusive infrastructure of high-quality music making opportunities for all children and young people across the Music Hub. Providing a high quality, responsive service to learners faced with welfare and safeguarding issues, in accordance with statutory responsibilities.</li></ul>		

#### Role Purpose

- To be a member of and collaborate with all members of the Warwickshire Music Senior Leadership Team to ensure that the strategic objectives and business priorities of Warwickshire Music and the Music Hub are effectively developed, communicated, implemented and managed to achieve intended outcomes and targets to time and within budget.
- To be responsible for the music education and opportunities in a defined area of Warwickshire, building effective relationships with all schools, stakeholders and partners in that area to ensure the needs of all schools and learners are identified and met through a range delivery, collaboration and partnership solutions.

- To be the lead professional for Access & Inclusion, EDI, Youth Voice and Needs Analysis ensuring effective strategies are developed, implemented, and managed for Warwickshire Music and the Music Hub in these areas.
- To lead on the successful delivery of Hub Priorities 4 & 2 and support the delivery of Hub Priorities 1,3 & 5

## **Role Responsibilities**

### **Locality Leadership & Management**

Responsible for:

- Developing and delivering a local area plan to meet the strategic objectives and business priorities of Warwickshire Music and the Music Hub.
- Achieving student engagement and business growth targets to defined levels each year.
- The effective and efficient recruitment, deployment, line and performance management of teachers working within the locality area of the post.
- Oversight and effective management of all delivery undertaken by Warwickshire Music and Hub partners within the locality area of the post.
- Developing and sustaining effective school relationships and delivery contract management within the locality area of the post.
- Developing and sustaining effective relationships with all stakeholders and partners to achieve positive musical opportunities and outcomes for all learners within the locality area of the post.
- Identifying and taking positive action in response to local need in collaboration with members of the senior leadership team and hub partners.
- Developing bids and managing projects in response to identified locality and county-wide needs analysis.
- Managing resources and delegated budgets effectively and efficiently, making efficiencies wherever possible.

### **Access and Inclusion Strategy Leadership and Management**

Responsible for the development and delivery of:

- The First Access Instrumental learning strategy for the Service and Music Hub
- The EDI strategy for the Service and Music Hub.
- The EYFS & SEND strategies for the Service and Music Hub.
- The Needs Analysis & Youth Voice strategies for the Service and Music Hub.
- The Education Data Capture, Analysis & Reporting strategy and mechanism for the Service and Music Hub.

## Other duties & responsibilities

- To be the Designated Safeguarding Lead (DSL) for Warwickshire Music ensuring safeguarding arrangements are effective and robust in all settings and all training needs are met and the Single Central Record is maintained and up to date. Be a first point of contact for staff when dealing with learner welfare and safeguarding issues and make referrals to appropriate agencies when required.
- Undertake mandatory safeguarding and child protection training including updates and other professional development activities to ensure that the service is compliant in meeting its statutory duty in safeguarding practice.
- To contribute to and support the development, management and effective delivery of all business and strategic plans for the Service and Music Hub
- To contribute to and support the completion of surveys and data returns and information to Arts Council England and the Department for Education and the Council as required.
- To deputise for or represent the Delivery Lead as required.
- To always have regard for the welfare and safeguarding of all learners and proactively respond to any concern following Warwickshire Music Service policy and procedures.
- To teach and direct musical activities in settings as directed by the Delivery Lead.
- To understand and correctly follow all Council and Warwickshire Music policies and procedures.
- To work in evening and weekend working to support business needs within agile working arrangements.
- To undertake any other duties or responsibilities as required to ensure the ongoing success and sustainability of Warwickshire Music and Music Hub.

## 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 or equivalent qualification	A
Experience of successfully developing and delivering a range of creative strategies that effectively remove barriers and ensure equity for all children and young people to engage in and make good progress in a wide range musical opportunities	A,I,P
Strong knowledge and understanding of and experience in meeting the musical needs of children and young people with SEND	A,I, P
Experience of developing youth voice strategies to successfully identify and meet the needs of children and young people	A,I, P

Strong knowledge and understanding of and experience in delivering effective safeguarding provision for children and young people.	A,I
Strong knowledge and understanding of relevant music and educational issues, including access, equality and inclusion.	A,I,
Experience of successfully developing and managing sustainable relationships with a range of, stakeholders, partners and clients	A,I
Ability to motivate and inspire children, young people and teams.	A,I
Relevant senior leadership and management experience in an education or training setting	A,I
The ability to work constructively and co-operatively within and a successful track record of effectively leading and managing large distributed teams	A,I
Outstanding communication, presentation and organisational skills – to include aural and written skills	A,I,P
Ability to collate, manipulate and analyse data to create and present effective reports to inform management decisions and actions	A,I,T
Ability to work independently and to agreed KPIs	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,I
Full driving licence and ability to travel effectively across the county	A
Ability to work independently and to agreed KPIs	A,I
Enhanced DBS clearance	A

## Desirable Criteria

Assessed By:

Experience and proven track record of successful business development/sales	A,I
Experience of managing budgets and driving efficiencies	A,I
Experience of successful Bid Writing and/or Funding Applications	A,I
High level of instrumental/vocal performance skills	A,I
Experience of directing Ensembles and Music Groups	A,I
Experience of dealing with volunteers	A,I
QTS (Qualified Teacher Status)	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.

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

## Warwickshire County Council Competencies

Our competencies and behavioural indicators (defined within each core competency) describe the behaviours, actions and activities which we believe are associated with effective performance and job success. These will be considered, along with the behaviours and values, in our application and assessment process.

Generic Competency	Indicators
<b>Driving organisational performance through change</b>	<p>Endorses and communicates clear messages about priorities, objectives and expectations as well as processes for managing performance. Ensures an inclusive culture where resources and support are available to enable people to be the best they can be.</p> <p>Recognises the need for change, interprets it and initiates change by setting the agenda. Translates the requirement for change into clear objectives, effective plans and systems.</p>



	<p>Uses change management processes effectively. Engages stakeholders to understand the need for change, to mobilise and build commitment. Identifies and removes obstacles and generates ideas to explore change opportunities and make change happen.</p> <p>Undertakes periodic reviews of commissioning intentions, delivery methods, quality, outcomes and key business measures to identify areas for improvement. Puts in place frameworks to monitor and manage outputs.</p> <p>Reviews working practices, identifies and proposes ideas and recommendations to improve the way things are done. Evaluates new ideas and systems of work and implements them in a positive way.</p>
<b>Generic Competency</b>	<b>Indicators</b>
<b>Organisational &amp; People Leadership</b>	<p>Understands how own role and work contributes to team and organisational objectives. Adopts a one organisation approach to service delivery and works within the structure and statutory responsibilities of WCC. Is sensitive to the culture and political context of WCC and works effectively within it.</p> <p>Measures performance, challenges inefficient processes and practices and makes proposals for improvement. Assesses the level of resource, allocates and manages them in order to meet organisational objectives. Enables WCC to respond with agility to changing priorities.</p> <p>Role models WCC leadership behaviours, communicates openly and encourages our people to engage with WCC's vision.</p> <p>Role-models continuous self-learning and development, and supports colleagues to do the same. Ensures that development opportunities are available for everyone. Shares own expertise through coaching and mentoring.</p> <p>Promotes and values equality and diversity, takes account of and learns from different individual needs and views.</p> <p>Role models a collaborative working style where all opinions are listened to and individual needs are taken into account. Recognises individual contribution and success. Ensures the wellbeing of all our people, and promotes WCC's values, behaviours and ways of working.</p>
<b>Generic Competency</b>	<b>Indicators</b>
<b>Finance and Commercial Leadership</b>	<p>Considers key financial and commercial issues and manages contracts and commercial arrangements in a commercially focussed manner, ensuring that value for money is achieved.</p> <p>Understands and uses financial tools, data and processes to maximise value from operational and contractual arrangements to deliver outcomes.</p> <p>Gathers evidence to assess costs, benefits and risks and produces commercially focussed information to inform and advise decisions.</p> <p>Seeks improved performance from commercial agreements and arrangements, and challenges gaps between agreed commitments and operational delivery.</p>



	Monitors and evaluates supplier performance against the specification and, using management information, works with suppliers to make recommendations for continuous improvement.
<b>Generic Competency</b>	<b>Indicators</b>
<b>Strategic Thinking &amp; Planning</b>	<p>Reviews developments externally and the organisation's strategic plans, to identify patterns, opportunities, risks and benefits which affect their work.</p> <p>Remains up to date with developments such as political, economic, environmental, technological, operational and social that have an impact.</p> <p>Develops and uses insights to create prioritised plans to enable the achievement of the organisation's strategic commissioning and delivery goals.</p> <p>Anticipates and responds to organisational issues and challenges by balancing a range of operational interventions and solutions.</p> <p>Ensures all their activities are focussed, co-ordinated and prioritised on delivering greatest value for the organisation.</p>
<b>Generic Competency</b>	<b>Indicators</b>
<b>Performance &amp; standards</b>	<p>Ensures the safe operation of services and compliance with appropriate regulations and legislation.</p> <p>Contributes to and implements the relevant policies and procedures to ensure service outcomes are delivered.</p> <p>Plans tasks, deploys and co-ordinates resources to meet changing operational needs as required.</p> <p>Monitors, plans and reviews service delivery outcomes ensuring objectives and quality are met.</p> <p>Expects and supports high standards of performance through clear purpose and accountability and challenges poor performance.</p>
<b>Generic Competency</b>	<b>Indicators</b>
<b>Relationship Management</b>	<p>Secures the necessary commitment and support for changes or policies from a range of stakeholders by tailoring the approach and tone of any interaction.</p> <p>Works with other people to help gain commitment and support for changes or policies using the appropriate communication channel or method.</p> <p>Utilises logical arguments backed by evidence to support their opinion and advice and persuade others.</p> <p>Engages and empowers others to work collaboratively across all functional boundaries and with partners and stakeholders.</p>

	<p>Identifies key points to communicate, selecting the appropriate channel and message for influencing the audience.</p> <p>Takes opportunities to understand own style and approach, and how they might influence and persuade others.</p>
<b>Generic Competency</b>	<b>Indicators</b>
<b>Personal Leadership</b>	<p>Displays leadership behaviours and remains calm and objective in all situations.</p> <p>Demonstrates flexibility and adaptability in light of new information. Accepts feedback and responds in a thoughtful and considered way.</p> <p>Delivers personally and through others across projects by setting clear goals and targets, monitoring progress and holding people to account.</p> <p>Pursues and adopts a continuous learning and professional development approach showing interest in new ideas and opportunities to build on success.</p> <p>Builds positive and collaborative relationships based on trust and support.</p>

## Our Values and Behaviours

We want to support our workforce to be best they can be. Our Behaviours and values provide a framework for our culture and give reflect the standards we expect from all our people. We are committed to creating a working environment of equality, respect and inclusion where everyone can thrive and contribute to our community. Working with us gives you the opportunity to make a real difference to the lives of the people of Warwickshire. You must be able to demonstrate that you role model the Warwickshire values and six behaviours

### Our Values and Behaviours – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

