

# 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:	Area Leader, Access & Inclusion Strategy Manager	JEID	
Salary Grade:	Soulbury 4 to 7 (plus 3 spa points)		
Team:	Warwickshire Music		
Service Area:	People Directorate		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Warwickshire Music Delivery Lead		
Responsible for:	<p>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.</p> <p>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.</p> <p>Providing a high quality, responsive service to learners faced with welfare and safeguarding issues, in accordance with statutory responsibilities.</p>		

#### 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.

<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 checked="" 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	<input checked="" type="checkbox"/> 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