

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 North Warwickshire, Curriculum & Progression Strategy Manager.	JEID	Y0055
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 is not is not politically restricted.		
Responsible to:	Warwickshire Music Delivery Lead		
Responsible for:	<ul style="list-style-type: none">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.Leading Curriculum, Progression and Professional Development strategies and the support, development and scrutiny of School Music Plans across the Music Hub.		

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 curriculum & standards, professional development, learning opportunities and pathways, 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 Music Hub Priorities 2 & 3 and support the delivery of Hub Priorities 1,4 & 5 as detailed in the National Plan for Music Education.

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 Music 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 music hub lead 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.

Curricula & Progression Strategy Leadership and Management

Responsible for the development and delivery of:

- Support and development strategies for Schools Curricula & Co Curricula offer across the County and Music Hub.
- The instrumental/vocal curriculum, assessment & standards strategies for the Service and Music Hub.
- The instrumental learning and engagement strategy for the Service and Music Hub.

- The workforce development and support strategies for the Service and Music Hub.
- The learning and progression pathway strategies for the Music Service and Music Hub.

Other duties & responsibilities

- 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, 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 be an Assistant Designated Safeguarding Lead (ADSL) for Warwickshire Music.
- To always have regard for the welfare and safeguarding of all learners and staff, proactively responding to any concern whilst following 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 weekends 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 in Music, other Performing Art or Education.	A
Proven track record of successful teaching in a school or other music education setting.	A,I
Experience of developing and delivering a board, innovative and inclusive music curricula and co-curricular opportunities.	A, I, P

Experience of and successful track record of developing and implementing strategies and interventions to consistently raise standards of teaching, learning and progress.	A, I,P
Strong knowledge and understanding of relevant music and educational issues, including access, equality and inclusion, safeguarding and health and safety legislation	A,I,P
Experience of planning and delivering impactful and creative curriculum and professional development opportunities and experiences.	A,I,P
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 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 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
Enhanced DBS clearance.	A
Full UK Driving Licence and access to a car.	A

Desirable Criteria

Assessed By:

Qualified Teacher Status (QTS).	A,I
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

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