

SENIOR LEADER, MUSIC HUB

Job Description and Person Specification

Location:	Kent Music Head Office, Javelin Way, Ashford, TN24 8FN
Line Manager:	Chief Executive
Working Hours:	Full time (37 hours per week)
Contract:	Permanent
Salary:	£46,876.54, pro rata, per annum, plus a workplace pension auto-enrolment contribution from Kent Music of up to 3% of salary. (Subject to meeting minimum requirements)
Annual Leave:	22 days per year, increasing to a maximum of 27 days. This entitlement is in addition to statutory bank holidays and three additional days' leave at Christmas. Entitlements are pro-rata for part-time employees.

1 About Kent Music

Kent Music is a music education charity and the Hub Lead Organisation (HLO) for the Kent & Medway Music Hub. The organisation is driven by a core belief that music changes lives.

We work closely with schools, colleges, cultural organisations, and other partners to ensure that learners of all ages, especially children and young people, across Kent and Medway have access to high-quality music education both in and out of school.

Informed by the National Plan for Music Education, our vision is to enable all children and young people to learn to sing, play an instrument and create music together, and have the opportunity to progress their musical interests and talents, including professionally.

Our Values

- **Creativity** – we champion creativity, nurture imagination and spark inspiration
- **Achievement** – we empower people to progress and excel
- **Inclusion** – we open doors, fostering inclusivity and accessibility
- **Awareness** – we recognise the impact of our actions and make ethical and informed choices
- **Joy** – we encourage fun, seeking enjoyment and opportunities for celebration

Kent Music's current business plan has four central aims:

1. Support schools to create the conditions where music thrives

2. Provide accessible music education pathways for all children and young people
3. Empower children & young people to pursue their musical aspirations
4. Deliver a sustainable business

Sitting across each aim is a commitment to equity, diversity & inclusion, and youth voice.

2 About the Role

The purpose of this role is to lead on strategic areas of work relating to hub activity. This includes the school support programme, whole class instrumental teaching programme (MusicPlus), funded opportunities for schools, the singing strategy, and the implementation of a new programme of live music performances for children and young people. In addition, the post holder will support the Chief Executive in the preparation of Arts Council England (ACE) quarterly returns and will lead on the annual data collection for the hub.

The post-holder will be a part of the senior leadership team and will work closely with the Senior Leader for Tuition and Ensembles to line-manage the delivery team to ensure a cohesive and collaborative approach to programme planning and delivery.

3 Job Description

- 3.1 **Lead the strategic and operational delivery of the School Engagement Strategy** prioritising support for early years practitioners and educators in SEND settings, an approach to whole-class instrumental tuition (MusicPlus) and expanding our tailored CPD and specialist consultancy services.
- 3.2 **Be responsible for the design and implementation of specialist consultancy packages** for individual schools, in coordination with the School Support and Development Manager. This includes determining the most effective delivery model and evaluating the impact of the support provided
- 3.3 **Lead on the development** of a new singing strategy for the music hub.
- 3.4 **Curate a diverse, inclusive and high-quality live performance programme** for schools.
- 3.5 **Deliver tailored support programmes and training sessions** to local training providers, governors and headteachers, senior leaders, and music leads.
- 3.6 **Lead the annual survey of schools** across Kent & Medway, analysing findings to inform strategic planning and drive improved musical outcomes for children and young people.
- 3.7 **Support the Chief Executive** in compiling and submitting quarterly returns to ACE, ensuring accuracy and alignment with funding conditions.
- 3.8 **Foster strong relationships with schools and external partners** to deliver provision on behalf of the hub. Ensure that there is an approach for hub activity to be quality assured.

- 3.9 **Design and contribute to the delivery of a comprehensive CPD programme** for schools, complementing the specialist consultancy offer for schools.
- 3.10 **Facilitate the Lead Schools Advisory Group** ensuring insights from this group are effectively shared across Kent Music.
- 3.11 **Line-manage members of the delivery team**, providing clear direction, support, and signposting to professional development opportunities.
- 3.12 **Undertake any other duties commensurate with the level and responsibilities of the post.**

4 Person Specification

	Essential	Desirable
Qualifications and training		
Educated to degree level or equivalent experience, preferably in music	✓	
Qualified classroom teacher	✓	
Knowledge, skills, and experience		
Senior leadership experience in a comparable organisation such as a school, music service or Music Hub		✓
Experience of curriculum music teaching as a classroom music teacher at primary and/or secondary level	✓	
Experienced in taking responsibility for music in a school	✓	
Comprehensive understanding of pedagogical approaches to teaching music from EYFS to KS5, with the ability to incorporate educational initiatives and best practices into engaging, progressive curriculum planning		✓
Experience of managing budgets		✓
An understanding of the role of whole class instrumental teaching within music education	✓	
Experience of devising and implementing strategies in a comparable organisation such as a school, music service or Music Hub	✓	
Excellent communication skills and ability to work with others.	✓	
An excellent understanding of equity, diversity & inclusion and how it applies in this context	✓	

Experience of devising live performance programmes for children and young people		✓
Strong commitment to continuing professional development	✓	
Experience of delivering quality assurance programmes in an education setting		✓
Experience of line managing a team		✓
Ability to effectively present to a range of stakeholders	✓	
Kent Music attributes		
Knowledge and experience of safeguarding and GDPR processes	✓	
Commitment to equality, diversity & inclusion, and youth voice	✓	
Experience of working in the arts and/or charity sector		✓

Safer Recruitment Statement

Kent Music is committed to the safeguarding of all its learners and staff. Safeguarding is a priority, with arrangements in place to ensure learners feel and are safe during Kent Music activities.

The learner experience and individual achievement are paramount, and safeguarding initiatives are developed to impact positively upon this. Kent Music ensures safeguarding legislation and guidance are adhered to, and taken into account when developing and revising policies, procedures, and associated arrangements. Health and Safety arrangements are in place to ensure adherence to current legislation and guidance.

Applicants will be subject to recruitment and selection procedures designed to emphasise Kent Music's commitment to the safeguarding of its learners and staff. The procedures include questioning at interview stage, verification of appropriate qualifications, acquiring references, and necessary safety checks.

Kent Music has a 'Designated Safeguarding Lead' responsible for child protection, supporting staff in carrying out their safeguarding duties, and working closely with other services. Kent Music has appropriate policies and procedures in place to deal effectively with child protection and safeguarding issues, together with recording and monitoring processes.

It is a condition of employment that all staff are trained to a level appropriate to their safeguarding responsibilities. Kent Music's trustees, Senior Leadership Team, and the safeguarding working group will continue to keep abreast of developments in this area and implement arrangements to continually improve the safety and awareness of its learners, staff, and volunteers.

Diversity and Inclusion Statement

Kent Music values diversity and particularly welcomes applications from under-represented groups of the community.

To address barriers, we will consider reasonable adjustments and access requirements throughout the application and interview process. Please alert us about anything we can do to make your application and interview process as accessible as possible.