

VOCAL LEAD

Job Description and Person Specification

Location:	Kent Music Head Office, Javelin Way, Ashford, TN24 8FN
Line Manager:	Senior Leader, Music Hub
Working Hours:	Full Time, 37 hours per week
Contract:	Permanent
Salary:	£36,353.24, 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.

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

2 About the Role

The Vocal Lead for Kent Music will be a champion of vocal engagement and excellence across Kent and Medway. The role focuses on delivery, with visits to schools and Kent Music's music centres, involvement in performance opportunities and delivery of CPD as a core part of the role. The Vocal Lead will work closely with the Senior Leader, Music Hub on refining and implementing the Vocal Strategy. Flexible teaching commitments are an important part of the role so that the Vocal Lead remains connected with current practice.

Time spent collaborating and planning with colleagues will naturally be significant to begin with. However, over time the Vocal Lead will spend an increasing amount of time out in schools and our communities, working towards a 60/40 split between working out of the office and working in the office. We also anticipate this role requiring occasional weekend and evening work.

3 Job Description

- 3.1 Work closely with the Senior Leader, Music Hub to develop an action plan to implement the Vocal Strategy across Kent and Medway.
- 3.2 Deliver tailored support to schools with embedding high quality vocal provision into their curriculum music offer and developing their extra-curricular vocal offer.
- 3.3 Build and develop relationships with schools through training, network events and performance opportunities.
- 3.4 Design and deliver training and CPD opportunities for Kent Music staff and teachers from schools across Kent and Medway.
- 3.5 Support Kent Music vocal teachers, ensemble leaders and managers in their planning and delivery of vocal activities, lessons and ensembles.
- 3.6 Signpost to vocal initiatives and resources.
- 3.7 Plan and deliver a programme of large-scale vocal events to deepen our community engagement and work with partner organisations.
- 3.8 Develop a network of Vocal Ambassadors from schools across Kent and Medway to champion vocal excellence and engagement.
- 3.9 Create song banks for EYFS / Primary / Secondary / Specialist Provision schools to support vocal provision in schools.
- 3.10 Develop clear vocal progression pathways onto further learning for our communities.
- 3.11 Build links between Kent Music's music centres, county groups and local communities.
- 3.12 Work closely with partners and external vocal specialists to ensure that our vocal offer is diverse, inclusive and meets the needs of our learners.
- 3.13 Deliver teaching of vocal lessons and conducting of ensembles across schools and Kent Music's music centres.

4 Person Specification

	Essential	Desirable
Qualifications and training		
Relevant degree in music or equivalent formal music qualification(s).	✓	
Qualified classroom teacher.		✓
Knowledge, skills, and experience		
Extensive experience as a vocal teacher working across a wide range of schools and community settings.	✓	
Experience of planning and delivering performance opportunities for students.	✓	
Experience as a classroom music teacher at primary or secondary level.		✓
Experience of supporting schools with their vocal provision.	✓	
Experience of planning, delivering and leading CPD events, programmes, and training for staff and teachers.	✓	
Able to communicate effectively and engage audiences, through spoken and written language with clarity and coherence.	✓	
Able to bring together partner organisations and stakeholders and collaborate with them effectively.	✓	
Experience of evaluating education programmes.		✓
Experience of managing the professional development of other teachers.		✓
Kent Music attributes		
An understanding of and commitment to equity, diversity and inclusion and youth voice.	✓	
Strong commitment to continuing professional development.	✓	
Knowledge and experience of safeguarding and GDPR processes.	✓	

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.