



AREA MANAGER – Dartford and Gravesham

Job Description and Person Specification

Location:	Dartford and Gravesham. They will be required to work at Kent Music's head office for a minimum one day per week. It is also envisaged that there will be some home working.
Line manager:	Head of Partnerships & Development
Reporting to:	Heads of Departments
Hours of work:	This is a full time post. The working week is 37 hours. This post will require flexible working which will include some evening and weekend work.
Remuneration:	Salary £32,569.00 - £36,771.00 per annum plus a pension contribution of up to 3% of salary. Travel expenses are paid for journeys beyond the commuting distance to the main place of work. The holiday entitlement for this post is 22 days per year, rising by one day per year to a maximum of 27 days. This entitlement is in addition to statutory bank holidays.
DBS Requirements:	This post is subject to an enhanced check through the Disclosure and Barring Service (DBS).
Closing Date:	12pm on Monday 28 October, 2019
Interview Date:	Thursday 14 November, 2019
Application process:	Return completed application and Equality & Diversity form to: recruitment@kent-music.com
Start Date:	As soon as possible

1. About the Role

This is a strategic role designed to provide leadership across a designated geographical area of Kent. The role will encompass the development of a strategy for the area, the management of school relationships, the development of instrumental and vocal tuition and the management of out-of-school activities, bringing together partners to ensure the musical offer is as rich and diverse as possible. The role is one of a team of six area managers supported by two co-ordinators. The post holder will work across all areas of Kent Music and thus will need to be able to work collaboratively as well as manage a complex workload. The ability to take the initiative, work independently, communicate across teams and delegate effectively to the co-ordinator will be essential to the success of the role.

2. About Kent Music

Kent Music is an education charity that develops musical opportunities to support the aspirations of children, young people, adults and teachers in Kent.

It does this through the provision of instrumental & vocal tuition in schools, music groups, music centres and programmes in local areas and advanced level programmes such as the County Youth Orchestra, County Choirs & Wind Orchestra and the annual Kent Music Summer School.

As the lead partner for the Music Education Hub funded by Arts Council England, Kent Music is charged with delivering the objectives of the National Plan for Music Education and works closely with partners and schools to do this across the county.

The charity has developed a set of values that drive its work:

- Anticipating, valuing and supporting diversity and difference
- Maintaining high expectations for all learners and staff
- Understanding the needs of children and young people
- Reducing barriers to engagement
- Keeping creativity at the heart of our thinking
- Embracing openness, collaboration and partnership.

The main areas of strategic focus in the organisation's business plan for 2018-20 are:

- Build tuition through a team of salaried music teachers.
- Systematically build the out-of-school offer
- Provide more opportunities for children with SEN/D and from disadvantaged backgrounds
- Develop and deliver a coherent offer to schools
- Introduce and implement a new Singing Strategy
- Deliver sector leading continuing professional development and quality assurance
- Provide opportunities for children and young people to hear high quality performers
- Develop a long term, sustainable business model

3. Job Description

- 3.1 Work with colleagues and partners to develop a strategy and action plan for the geographical area covered by the post that considers the demographic and assesses the needs of people in the area.
- 3.2 Manage activities taking place across the area including music centres, performances, projects and programmes ensuring compliance with Kent Music's policies on safeguarding and health & safety.
- 3.3 Devise and manage budgets for activities taking place within the area.
- 3.4 Recruit and manage people working at music centres and engaged in performances, projects and other programmes including the implementation and delivery of performance management in line with Kent Music's procedures
- 3.5 Work with the Education Team to build instrumental and vocal tuition across the area.
- 3.6 Work with the Education Team to develop a plan for supporting and including schools across the area.
- 3.7 Ensure that activities reflect wider Kent Music priorities and strategies, particularly for inclusion and singing.
- 3.8 Ensure that the voice of young people is included in strategies and activity plans.
- 3.9 Run working groups for each area designed to advise on strategy and drive forward plans.

- 3.10 Develop networks of teachers, practitioners and other partners across the area and use these networks to help build inspiring music education provision for children and young people.
- 3.11 Work with the head office team to ensure awareness of opportunities across the area as well as opportunities more widely across the county and further afield.
- 3.12 Produce data and finance reports on all activities to report back to senior management and support the Music Education Hub data collection exercise required by Arts Council England and other funders
- 3.13 Work with the area co-ordinator to plan work and delegate tasks in order to manage a complex workload
- 3.14 Evaluate projects and programmes to reflect on previous work and inform future activity.

4. Person Specification

	Essential	Desirable	Tested via*
Qualifications and training			
Education to degree level or equivalent which could include five years' relevant experience	✓		A
Qualification in music education		✓	A
Safeguarding training		✓	A
Health & safety knowledge and training		✓	A
Knowledge, skills and experience			
Experience of devising and implementing strategies in a comparable context	✓		A/P
Experience of high quality and inspirational music teaching preferably as an instrumental or classroom teacher in schools		✓	A/I
Experience of working with children and young people and embedding their voice into strategies and plans	✓		A/I/P
Able to recognise good quality practice within music education	✓		A/I
Musical training to a level that enables the setting up and delivery of projects and programmes	✓		A/I
Experience of managing a music centre		✓	A/I
Experience of managing music projects or programmes in a comparable context	✓		A/I
Experience of managing people	✓		A/I
Experience of managing budgets	✓		A/I

Experience of building instrumental & vocal tuition either in a school or music service/hub environment		✓	A/I
Understanding of the school system in England and experience of working with schools	✓		A/I
Skilled at bringing together networks, running working groups and developing partnerships to achieve positive strategic outcomes	✓		A/P/I
Experience of working with communications teams		✓	I
Knowledge and skill required to collect and present data	✓		A/I
Excellent communication skills	✓		A/P/I
Up-to-date knowledge of safeguarding legislation for both children and vulnerable adults		✓	A
Well organised and able to prioritise and delegate	✓		A/I
Additional Attributes			
Demonstrable commitment to continuous professional development	✓		A
Proficiency in Microsoft Office applications	✓		A
Holder of a full UK driving license with access to a vehicle insured for business use		✓	A
Permission to work in the UK	✓		A
*			
A = Application			
I = Interview			
P = Presentation			

Other Information

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

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

The post is based at Kent Music's offices in Maidstone where there is free parking. Office hours are 37 per week. Some flexible working will be required.

A full driving license and access to a vehicle is required by the post holder

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 commitment to safeguarding is paramount to the success of the learners. 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.