



Education Manager (Professional Development)

Job Description and Person Specification

Location: Maidstone, Kent

Reporting to: Head of Education

Hours of work: Full time: 37 hours per week. Some flexible working will be required

Remuneration: Salary £27,407 - £31,518 plus a pension contribution of 3% of salary

The holiday entitlement for this post is 22 days per year plus 3 additional days over the Christmas period, 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: Monday 27 January 2020 at 12 noon

Interview Date: Tuesday 4 February 2020

Application process: Return completed application form and equality & diversity form to:

sfield@kent-music.com

You will be required to bring original certificates of relevant qualifications to the interview and photographic proof of identification

Start Date: As soon as possible

1. Purpose of the Role

The Education Manager (Professional Development) is responsible for working with the senior leadership team on the strategic direction of music education Continuous Professional Development (CPD), working in line with Kent Music's business plan. The post holder will work with key members of Kent Music, including the senior leadership team, education managers and area managers, to ensure the organisation offers a range of creative, resourceful and relevant professional development for music educators in the county.

The Kent Music CPD offer is intended to be a flagship element of our work, funded by the Department of Education through Arts Council England, to support schools to deliver music in the curriculum and to support the professional development of our own music teaching and music practitioner workforce.

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, music labs 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 works closely with partners and schools to develop and deliver comprehensive music education provision 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

3. Main duties

- 3.1 Deliver and inform the strategic direction of the CPD offer to school staff and Kent Music's teachers, ensemble leaders and music leaders
- 3.2 Develop and manage a CPD programme and ensure Kent Music provides a broad range of high-quality professional development sessions in line with the Kent Music business plan
- 3.3 Research, observe, and book practitioners, negotiating fees, contracts and invoices
- 3.4 Be responsible for the management of events, including administration, internal and external communication, venue visits and booking, risk assessments, support materials and resources and equipment. This will involve occasional out of hours working
- 3.5 Ensure that professional development activities are effectively evaluated, and that this evaluation informs future output; manage the collection of professional development data and produce reports as requested
- 3.6 Devise and manage the CPD Budget, ensuring value for money
- 3.7 Work alongside the Education Manager (Tuition) to provide a full programme of CPD for Kent Music teachers including managing an annual INSET day for over 100 Kent Music instrumental teachers, salaried teacher training and defining training needs resulting from trends found through the Quality Assurance process
- 3.8 Work alongside the Education Manager (Schools) to provide appropriate CPD opportunities for school teachers including training relevant to Kent Music's MusicPlus framework and MusicPlus Digital resource
- 3.9 Alongside the Head of Education, proactively engage with other organisations and professional development opportunities to observe best practice to aid with building a picture of current trends in music education.

4. Person Specification

	Essential	Desirable	Tested via*
Qualifications and training			
Education to degree level or equivalent, preferably with a specialism in music or education	✓		A
Teaching qualification e.g. CME, QTS	✓		A
Safeguarding training and knowledge of safeguarding legislation		✓	A/I
Health & Safety knowledge and training		✓	A/I
Knowledge, skills and experience			
Demonstrable experience of high-quality music teaching in an education environment	✓		A/I
Experience of project management and of planning, delivering and evaluating events	✓		A/I
Understanding of quality assurance programmes and how these impact on training	✓		A/I
Understanding of current trends and challenges in music education and of the context surrounding the work of Kent Music and partner music education organisations	✓		A/I

Knowledge of the National Curriculum for Music at all key stages, and a good knowledge of the specific issues relating to classroom and instrumental teaching and learning	✓		A/I
Proficiency in a range of IT programmes; well organised, conscientious and reliable; able to prioritise a complex workload	✓		A/I
A strategic thinker with excellent communication and written skills, able to communicate clearly to all stakeholders and relate well to people in a wide range of roles and contexts including school staff, practitioners, and external organisations; a confident public speaker and advocate for the CPD programme	✓		A/I
Experience of all aspects of managing a budget, including		✓	A/I
Experience of negotiating fees, contracting and writing briefs		✓	A/I
Additional Attributes			
Ability to travel across Kent to a range of Kent Music delivery sites	✓		A
Demonstrable commitment to continuous professional development	✓		A/I
Permission to work in the UK	✓		A
			A = Application
			I = Interview

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.

You will be expected to have access to transport to enable you to travel to schools and events across Kent. Should you have a car you will need to possess a full UK driving license which is insured for business use. If you are aged 25 or over, a pool car is available on a bookable system.

Time off in lieu (TOIL) will be offered for any additional time worked out of hours.

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.

