



Area Manager

Job Description and Person Specification

Location:	Kent Music, Javelin Way, Ashford
Line Manager:	Senior leader, tuition & ensembles
Working Hours:	Full time, 37 hours per week
Contract:	Permanent
DBS Requirements:	This post is subject to an enhanced check through the Disclosure and Barring Service (DBS)
Salary:	£32,569 plus a pension contribution of up to 3% of salary
Annual Leave:	22 days per year, rising one day per year of service to a maximum of 27 days. This entitlement is in addition to statutory bank holidays and three additional days' leave at Christmas

1 About Kent Music

Kent Music is a music education charity and the lead partner for the Music Education Hub for Kent. The organisation is driven by a core belief that music changes lives.

It does this through the provision of instrumental & vocal tuition in schools, music groups and centres in local areas, community music programmes, Orchestra ONE 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, Kent Music works closely with partners and schools to: co-ordinate and deliver high quality professional development for all music practitioners across Kent; support schools to embed a culture of the arts; be an innovative leader that facilitates and provides inclusive and accessible music making for all children and young people.

Our Values

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 the barriers to engagement
- Keeping creativity at the heart of our thinking
- Embracing openness, collaboration, and partnership

The current business plan for the organisation has three central aims:

1. To provide access to instrumental and vocal teaching across Kent
2. To provide access to a broad range of out-of-school music activities across Kent
3. To create the conditions where music thrives in schools in Kent

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

2 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 term time 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 four area managers, each supported by an area administrator and a lead area administrator. 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.

The post holder will line manage an area administrator and/or a lead area administrator who is responsible for registering students for tuition and music centre membership, and any non-teaching staff required for the running of the music centres in their districts.

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 including the voice of young people
- 3.2 Manage the registering of instrumental and vocal tuition in the area, overseeing the area administrator and/or lead area administrator who has responsibility for setting up tuition timetables and liaising with the tuition manager to ensure that teacher timetables are full
- 3.3 Manage the registration of students to music centre ensembles and choirs, overseeing the lead area administrator who has responsibility for registering students into ensembles
- 3.4 Work to targets for student numbers in the area and report progress regularly to the senior leader, tuition & ensembles
- 3.5 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. Ensure that activities reflect wider Kent Music priorities and strategies, particularly for inclusion and singing
- 3.6 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
- 3.7 Line manage and work with the area administrator and/or lead area administrator to plan work and delegate tasks in order to manage a complex workload. The area administrator role includes providing effective administration and a professional and high-quality customer service to the parents, schools, and Kent Music teachers
- 3.8 Work with the Music Hub team to develop a plan for supporting and including schools across the area

- 3.9 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
- 3.10 Work with partners and colleagues across Kent Music to ensure awareness of opportunities across the area as well as opportunities more widely across the county and further afield
- 3.11 Devise and manage budgets for activities taking place within the area; produce data and finance reports on all activities to report back to the senior leadership team and support the Music Hub data collection exercise required by Arts Council England and other funders
- 3.12 Evaluate projects and programmes to reflect on previous work and inform future activity.

4 Person Specification

	Essential	Desirable
Qualifications and training		
Relevant level 6 qualification or substantial work experience	✓	
Qualification in music education		✓
Health and safety knowledge		✓
Knowledge, skills, and experience		
Experienced and demonstrably successful in devising and implementing strategies in a comparable context	✓	
Skilled at bringing together networks and developing partnerships to achieve positive strategic outcomes	✓	
Experience of leading and managing high quality and inspirational music education activities	✓	
Able to recognise and reflect upon good quality practice within music education	✓	
Experience of working with children and young people, and embedding their voice into strategies and plans	✓	
Experience of building instrumental & vocal tuition either in a school or music service/hub environment		✓
Experience of managing a music centre		✓
Understanding of the school system in England and experience of working with schools	✓	
Have high expectations of those you manage and able to support colleagues constructively to develop	✓	
Experience of managing budgets		✓
Knowledge and skill required to collect and present data	✓	
Excellent communication skills	✓	

Well organised and able to prioritise and delegate	✓	
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.