



EDUCATION MANAGER (TUITION)

Person Specification and Job Description

Location:	Maidstone, Kent
Line manager:	Head of Education
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 £26,780 - £30,900 plus a pension contribution of up to 3% of salary 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 and three additional days' leave at Christmas
DBS Requirements:	This post is subject to an enhanced check through the Disclosure and Barring Service (DBS)
Closing Date:	Wednesday 16 January 2019, 12:00pm
Interview Date:	Friday 25 January 2019
Application process:	Return completed application and Equality & Diversity form to: recruitment@kent-music.com You will be required to bring original certificates of relevant qualifications to the interview
Start Date:	As soon as possible

1 The Role

This role is responsible for managing the growth of Kent Music's instrumental and vocal tuition by recruiting new teachers and working with all teachers to build their teaching portfolios. The role is responsible for managing a team of over 100 teaching staff and a significant part of the time of the post holder will be spent supporting the professional development and quality assurance of the teachers.

2 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.

3 Our Values

- 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

4 Kent Music’s Strategic Focus 2018-2020

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

5 Main Duties

- 5.1 Have a complete understanding of tuition needs: implement the tuition and singing strategies, develop and implement continuation and ‘endangered instruments’ strategies, and work with the Head of Education and Area Managers to investigate potential growth areas for tuition
- 5.2 Recruit new teachers to Kent Music, working across Kent Music to identify opportunities in schools and music centres, to bring together a community of instrumental and vocal teachers in Kent to support the progression of children and young people into ensembles, groups and choirs
- 5.3 Line manage a team of salaried and variable hours teachers employed by Kent Music: provide an induction programme for new teachers and assist them in building their timetables; handle school and parent feedback of teachers in a timely manner and report on reoccurring issues; develop a programme of continued support for existing teachers; be involved in the performance management of salaried teachers
- 5.4 Further develop the Quality Assurance programme: carry out Quality Assurance visits to ensure all instrumental teachers have regular observations, and provide follow up support and development for instrumental teachers, including developing peer support and mentoring opportunities
- 5.5 Develop and manage the annual pupil progress report system to ensure that parents/carers receive good quality feedback from teachers
- 5.6 Work with the Education Managers for SEN/D and Professional Development to identify training needs for the teaching team, including the annual teacher INSET day
- 5.7 Work with the Customer Services Manager and Customer Services Advisors to identify trends and needs in Kent Music’s tuition offer
- 5.8 Use Paritor Ensemble and other data sources to provide tuition data for the Senior Leadership Team and Trustees

6 Person Specification

	Essential	Desirable	Tested via*
Qualifications and training			
Relevant music qualification	✓		A
Teaching qualification, e.g. CME, QTS		✓	A

Safeguarding training	✓		A
Health & safety knowledge and training		✓	A
Knowledge, skills and experience			
Relevant high quality and inspirational music teaching experience	✓		A
Ability to think strategically in order to increase the numbers learning to play musical instruments	✓		A/I/T
High level of accomplishment on an instrument or voice	✓		A
Experience of quality assurance programmes in an education setting	✓		A/I/T
Experience of delivering quality assurance programmes for peripatetic and/or classroom music teachers		✓	A
Able to work as part of a team to achieve objectives	✓		A/I
Experience of line management and performance management	✓		A/I
Highly developed interpersonal communication skills with a good standard of written and spoken English	✓		A/I/T
Enthusiastic, energetic, creative and innovative, with a proactive and positive attitude	✓		A/I
Up-to-date knowledge of safeguarding legislation for both children and vulnerable adults		✓	A/I
Well organised and able to prioritise a complex workload	✓		A/I
Additional Attributes			
Proficiency in Microsoft Office applications	✓		A
Demonstrable commitment to continuous professional development	✓		A
Understanding of current trends in music education and of the context surrounding the work of Kent Music and partner music education organisations	✓		A/I
Permission to work in the UK	✓		A
*			
A = Application			
I = Interview			
T= Interview Task			

7 Other Information

Kent Music values diversity and particularly welcomes applications from under-represented group 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 car is essential in this role to reach schools and teachers in different areas; you will need to possess a full UK driving license and ensure your car is insured for business use. Travel expenses are payable in line with the Kent Music policy as set out in the Staff Handbook. A pool car is available on a bookable system for drivers over the age of 25.

In the case that you do not drive due to medical reasons, you will be expected to have access to public transport to enable you to travel to schools and events across Kent.

8 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.