

Musical Director for West Kent Youth Orchestra and West Kent Youth String Orchestra

Person Specification and Job Description

Location:	The Judd School, Tonbridge, Kent, TN9 2PN
Line manager:	Head of Education
Reporting to:	Area Manager (Sevenoaks, Tonbridge & Tunbridge Wells)
Hours of work:	Fridays 16:30 – 18:45 (2.25 hours per week, 33 weeks term time only) Time for meetings and recruitment activities will be paid in addition to this West Kent Youth Orchestra 16:30 – 18:00. Aged 7-18 c.28 students. Grade 5+ West Kent Youth String Orchestra 18:05 – 18:45. Aged 7-18 c.11 students. Grade 5+
Remuneration:	£30.07 per hour (inclusive of holiday pay). 33 weeks per year. Contributory pension scheme
DBS Requirements:	This post is subject to an enhanced check through the Disclosure and Barring Service (DBS)
Closing Date:	Midday, Wednesday 19 June 2019
Interview Date:	Friday 7 July 2019. 15:00 – 19:30 at the Judd School, Tonbridge, Kent, TN9 2PN Candidates selected for interview will be required to lead a short rehearsal with the West Kent Youth Orchestra as well as a verbal interview. Repertoire will be sent out with the invitation to attend an interview If you would like to discuss the role in more detail, please email sgodwin@kent-music.com to arrange a time to speak
Application process:	Return completed application and Equality & Diversity form to: sfield@kent-music.com You will be required to bring original certificates of relevant qualifications to the interview
Start Date:	Friday 13 September 2019

1 Purpose of the Role

An opportunity to musically direct a long standing, well-established youth orchestra and string orchestra that plays to a high standard. The West Kent Youth Orchestra is open to any young person aged 7-18 playing an orchestral instrument at Grade 5 standard or above. Similarly, the West Kent Youth String Orchestra is open to any young person aged 7-18 playing a string instrument at Grade 5 standard or above.

The ensembles have a traditional focus as well as playing some modern contemporary repertoire. The purpose of the ensembles is to educate and to prepare students for life in a modern orchestra as well as to play a variety of works and to entertain its audience. The ensembles strive to achieve the highest possible standards in terms of musicianship and performance.

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 and 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 and 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; and 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 Main Duties

- 4.1** Plan and lead weekly sessions spanning across the academic year (33 weeks) which develop the musicianship and ensemble skills of the young musicians taking part, ensuring that learning is effective and enjoyable and that there is progression in their musical learning.
- 4.2** Plan and direct three end of term concerts per year, supported by the Area Manager and Area Co-ordinator.
- 4.3** Source and/or arrange repertoire which is representative of a modern orchestra.
- 4.4** Support participants to contribute to the creative process and to ideas about the Orchestras' future development.
- 4.5** Ensure that rehearsal spaces are well maintained and set up and packed down appropriately and according to Health and Safety guidelines.
- 4.6** Work with the Area Manager for West Kent to support recruitment from local schools and contribute ideas to marketing plans for the ensembles. Attend West Kent Secondary and Primary Schools' Music Network Meetings when available and where appropriate.
- 4.7** Signpost young people to other relevant ensembles, orchestras and opportunities both locally and across the county.
- 4.8** Promote and ensure positive behaviours among pupils and safeguard their health and welfare.
- 4.9** Be personable, enthusiastic, friendly and professional. Build good relationships with internal and external staff and schools as well as acting as an advocate for Kent Music.
- 4.10** Engage in Kent Music's professional development opportunities, mentoring and quality assurance process.
- 4.11** Maintain and submit accurate registers and communicate with Kent Music Head Office staff in a timely manner.
- 4.12** Other duties as required by your Line Manager.

5 Person Specification

	Essential	Desirable	Tested via*
Qualifications and training			
Relevant music qualification	✓		A
Teaching qualification, e.g. CME, QTS		✓	A
Safeguarding training and knowledge of safeguarding legislation		✓	A/I
Health & safety and First Aid knowledge and training		✓	A
Knowledge, skills and experience			
Demonstrable experience of directing and conducting a high standard youth orchestra	✓		A/I
Demonstrable experience of directing and conducting a high standard youth string ensemble	✓		A
Experience of sourcing and arranging appropriate repertoire for a traditional orchestra and a string ensemble	✓		A/I
Experience of putting concert programmes together and organising events	✓		A/I
Willingness to initiate, contribute to and to take part in recruitment activities	✓		A/I
A good working knowledge of all orchestral instruments, particularly strings	✓		A/I
Experience of using music technology to enhance learning		✓	A
Ability to motivate, enthuse and inspire students of all ages and abilities, with a proactive and positive attitude	✓		A/I
Experience of performing as a musician to a high standard in a variety of genres		✓	A
Confidence in communicating with, and leading a large group of children and young people. Good standard of written and spoken English	✓		A/I
Additional Attributes			
Demonstrable commitment to continuous professional development	✓		A/I
Knowledge of current issues and trends in music education	✓		A/I

Permission to work in the UK	✓		A
Full UK Driving Licence and access to a car		✓	A
*			
A = Application			
I = Interview			

6 Other Information

Travel expenses are payable in line with the Kent Music policy as set out in the Staff Handbook.

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 this process as accessible as possible for you.

All staff will undergo health and safety training as part of their induction. First Aid training will be provided if required.

7 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.