



Music Leader Job Description and Person Specification – Create Music

Job Title: Music Leader

Accountable to: Strategic Lead: Access and Progression/Development & Partnership Managers

Part 1 - Job Description

Job Purpose:

- Provide high quality and inspiring music engagement activities for children and young people in a range of settings that could include schools, specials schools, pupil referral units, youth or community settings.
- Support out of school learning programmes at music centres, summer schools, workshops and targeted music activities.
- Support all pupils to make progress and achieve their musical potential.
- Promote music making opportunities to young people, their parents/carers or schools as appropriate as part of the Create Music recruitment programmes.

Principle Accountabilities

1. To assist in the provision, development and delivery of music activities and performances in a range of settings and to support participants to develop personal and social skills, in addition to musical progression through sessions.
2. To lead on the development of music programmes for children and young people, in a range of settings.
3. To support the development of session content, curriculum, resources and assessment practices as required.
4. To monitor and record pupil's progress, and to provide written reports as required in line with Create Music policy.
5. To maintain records of instruments/equipment issued to children and young people/organisations by Create Music.
6. To assist with the organisation of music activities by arranging sessions and communicating with schools and other host organisations.
7. To offer appropriate advice and guidance to children and young people and parents/carers.
8. To attend staff and parents/carers meetings as required.
9. To participate in arrangements for training and professional development, including appraisal, as required.



10. To assist and mentor children and young people to achieve accreditation and to prepare for related assessments as appropriate (e.g. to support children and young people to achieve a digital badge or Arts Award).
11. To maintain good order and appropriate standards of behaviour among children and young people, and to safeguard their health and safety.
12. To ensure that premises in which activities take place receive due care and respect.
13. To promote good liaison between children and young people, parents/carers, education/youth /community organisations, schools and colleges and Create Music.
14. To perform in and/or contribute to various music groups and ensembles as part of the Create Music's programme of concerts and workshops to schools and the wider community, as may reasonably be required.
15. To promote and safeguard the welfare of children and young people in line with the Create Music's Safeguarding and Child Protection Policy.
16. To carry out the above duties in accordance with the Brighton Dome & Brighton Festival Equal Opportunities policy.
17. To carry out such other activities and duties as may reasonably be required.

This job description sets out the duties of the post at the time it was prepared. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.



Part 2 - Person Specification

Candidates will be expected to demonstrate clearly how each of the person specification criteria is met as part of the shortlisting process. The criteria will be assessed through the application form (A) and the interview (I).

1. ESSENTIAL CRITERIA

A Knowledge and experience

- 1.1 Knowledge of good practice in music leadership and experience in leading music activities in a range of settings. (A, I)
- 1.2 A professional music and/or educational qualification or relevant experience as a professional musician or music leader. (A)
- 1.3 Some experience of music education working practices to effectively support children and young people in challenging circumstances. (A, I)

B Skills and abilities

- 1.4 Ability to demonstrate a good standard of practical musicianship. (I)
- 1.5 Ability to organise and manage activities for children and young people to create an effective learning environment. (A, I)
- 1.6 Ability to work on own initiative outside the parameters of managerial supervision. (A, I)
- 1.7 Ability to work effectively as part of a team in order to deliver the objectives of Create Music. (A, I)
- 1.8 Ability to show sensitivity and objectivity in dealing with confidential issues, in accordance with Create Music's Safeguarding and Child Protection Policy (A, I)

C Personal qualities

- 1.9 Willingness to undertake evening and out of hours work and the ability to travel between different places of work. (A)
- 1.10 Demonstrate a flexible approach and willingness to adapt to change.



- 1.11 A commitment to furthering Professional Development and ability to embrace change. (A, I)
- 1.12 An understanding of Equal Opportunities policies and how they are applied to daily working practice. (A, I)

2 DESIRABLE CRITERIA

2.1 Previous experience as a music leader working with children and young people in challenging circumstances.

OUTLINE TERMS AND CONDITIONS

Contract:	Variable hours based on the needs of Create Music and demand for tuition.
Hours:	30 teaching weeks across the 39-week academic year plus holiday-time courses as agreed.
Salary:	BDBF pay rate (£23.11 - £29.71 per hour based on qualifications/ experience)
Pension:	Auto Enrolment scheme available
Holidays:	School holidays + up to 9 additional weeks