



Music Leader Job Description – Create Music

Job Title: Music Leader

Accountable to: Strategic Lead: Access and Progression/Area or Development Managers

Job Purpose: To support all children & young people to make progress and achieve their musical potential, by facilitating high-quality music activities in a range of settings including schools, special schools, pupil referral units, youth and community settings in line with Create Music policy.

Principal Accountabilities

1. To deliver music activities and performance opportunities in a range of settings and to support participants in achieving personal/social development and musical progression through music sessions.
2. To support the development of new music programmes for children and young people (CYP), in a range of settings.
3. To support the development of course content and resources as required.
4. To monitor and record pupil's progress, and to provide written reports as required in line with Create Music policy (if teaching pupils on instrumental/vocal teaching scheme).
5. To maintain records of instruments/equipment issued to CYP/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 CYP and their parents/carers.
8. To attend staff meetings and participate in arrangements for training and professional development, including appraisal, as required.
9. To assist and mentor CYP to achieve accreditation and to prepare for related assessments as appropriate (eg to support CYP to achieve a digital badge or

an Arts Award).

10. To maintain good order and promote appropriate standards of behaviour among CYP (in accordance with Create Music's behaviour policy), and to ensuring that premises in which activities take place are treated with due care and respect.
11. To promote good liaison between CYP, parents/carers, educational/youth /community organisations, schools and colleges and Create Music.
12. To perform in and/or contribute to various music groups and ensembles as part of Create Music's programme of concerts and workshops to schools and the wider community, as may reasonably be required.
13. To promote and safeguard the welfare of children and young people in line with the Create Music's Safeguarding and Child Protection Policy.
14. To carry out such other activities and duties as may reasonably be required.
15. To carry out the above duties in accordance with the Brighton Dome & Brighton Festival Equalities Policy.

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 responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

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 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 music leader. (A)
- 1.3 Some experience of music education working practices to effectively support CYP in challenging circumstances. (A, I)
- 1.4 Ability to demonstrate a good standard of practical musicianship. (I)

B) Skills and abilities

1.5 Ability to organise and manage activities to create an effective learning environment. (A, I)

1.6 Ability to work on own initiative outside the parameters of managerial supervision. (A)

1.7 Ability to work effectively as part of a team in order to deliver the objectives of the Create Music. (A).

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)

C) Personal qualities

1.9 Ability to travel between different places of work and willingness to undertake evening and out of hours work (A)

1.10 A commitment to furthering Professional Development. (A, I).

1.11 Demonstrate a flexible approach and willingness to adapt to change. (A, I).

1.12 An understanding of Equal Opportunities and how they are applied to daily working practices. (A, I)

2 DESIRABLE CRITERIA

2.1 Previous experience as a music leader working with CYP in challenging circumstances. (A)