



Job profile

Music Services Manager

Grade: Soulbury 12-15 + 3 SPA Points

Group: Care, Wellbeing and Learning

Service: Learning and Schools

Location: Dryden Centre

Line Manager: Service Director- Learning and Schools

Car User Status: Casual

Job Purpose

To act as the Hub Co-ordinator for the Gateshead and South Tyneside Music Education Hub and to manage the development and delivery of high quality Music Services in Gateshead

The key roles of this post will include:

1. To advise Gateshead Local Authority on matters relating to Music provision.
2. To be responsible for the production of reports and returns required by the ACE within the terms of the Hub Funding Agreement.
3. To ensure that Governance arrangements for the Hub are appropriately managed including the administration of meetings, and preparation and presentation of papers.
4. To represent educationGateshead and the Gateshead and South Tyneside Music Education Hub at internal and external groups and meetings as required.
5. To manage the Gateshead Schools Music Service and Gateshead Arts Council England Grant funding budgets in accordance with Council policy and ACE requirements.
6. To maintain productive working relationships with internal and external partners and customers.
7. To manage identified staff in line with Council policy, procedures and regulations.
8. To implement Council policies and associated procedures to ensure that requirements are met in relation to the maintenance of stock records and disposal of equipment etc.
9. To ensure that Safeguarding policies are known to staff and that Safeguarding procedures and Risk Assessments are implemented by the team.
10. To ensure that the Service Level Agreement with customers is delivered to expected standards to support customer satisfaction and service viability.
11. To contribute to the production, implementation and monitoring of key documents including Service Business Plans, Service Level Agreements, etc.



12. As required, to manage the recruitment of staff ensuring adherence to Council policies and procedures and Safer Recruitment guidelines.
13. Where possible, to identify and secure additional opportunities for income generation.
14. To carry out, as required, any other tasks deemed appropriate to the post.



Knowledge & Qualifications

Essential:

Knowledge

- Up to date knowledge of national policy and strategies for music education
- National curriculum as the context for music education
- Good practice in music teaching and learning
- Safeguarding in education settings
- Equal Opportunities/Diversity in education settings

Experience

- Successful practical delivery in a range of educational settings
- Experience of line managing a team within a Local Government or Cultural Organisation
- Strategic Planning and Policy Development
- Experience of managing a budget and financial planning
- Quality assurance systems and processes within education/education support service environments
- Effective written and oral communication skills including experience of report writing, demonstrating a high degree of accuracy
- Partnership skills
- Analytical Skills
- IT literacy

Qualifications

- Educated to Degree level

Desirable:

Knowledge

- Knowledge of Music Education Hubs and the creativity/culture agenda

Experience

- Management in an educational setting
- Managing traded services/service level agreements
- Funding applications and contract management

Qualifications

- Degree in Music Related discipline



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences
Developing Teams and Individuals	Promotes and supports team and individual learning and development and uses delegation to create a sense of ownership of high level organisational issues, and encouraging individuals to stretch beyond their current capabilities
Managing Performance	Effectively manages the performance of teams and individuals to ensure results are achieved
Personal Impact	Is self-aware, learns continuously and adapts behaviour in response to feedback. Makes things happen, operates with resilience, flexibility and integrity
Making things happen	Empowers people to initiate change. Supports innovative ideas and new ways of working