

**Job Description**

**Job Title:** Sunderland Music Education Hub Manager

**Salary Grade:** Grade 9

**SCP:** 43 - 47

**Job Family:** Organisational Support

**Job Profile:** OS 5

**Directorate:** Education

**Job Ref No:** N/A

**Work Environment:** Social Improvement

**Reports to:** School Improvement Manager

**Number of Reports:** Music Development Officer

Your normal place of work will be at the Bunnyhill Centre, but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:**

To act as the Hub Manager for the Sunderland Music Education Hub and to manage the development and delivery of high quality Music Services in Sunderland.

To work in accordance with established policies and procedures of Together for Children and Sunderland Safeguarding Board.

**Key Responsibilities:**

To advise Together for Children staff on behalf of Sunderland Local Authority, on matters relating to Music Provision.

To be responsible for the production of reports and returns required by the ACE (Arts Council England) within the terms of the Hub Funding Agreement.

To ensure that Governance arrangements for the SMEH (Sunderland Music Education Hub) are appropriately managed including the administration of meetings, and preparation and presentation of papers.

To represent Sunderland Music Education Hub to internal and external groups and attend meetings as required.

To manage the Sunderland Music Education Hub Arts Council England Grant Funding budget in accordance with Council policy and Arts Council requirements.

To maintain productive working relationships with internal and external partners and customers.

To manage identified staff in line with Together for Children policy, procedures and regulations.

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.

To ensure that Safeguarding policies are known to staff and that safeguarding procedures and Risk assessments are implemented by the team.

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To ensure that the Service level Agreement with customers is delivered to expected standards to support customer satisfaction and service viability.

To contribute to the production, implementation and monitoring of key documents including Service Business Plans, Service Level Agreements etc.

As required to manage the recruitment of staff ensuring adherence to Council policies and procedures and Safer Recruitment guidelines.

To identify and secure additional opportunities for income generation.

To carry out, as required, any other tasks deemed appropriate to the post.

Contribute to meaningful engagement with partner agencies locally and across the City, including case discussion, problem solving, managing dispute, training and participation in multi-agency forums.

To contribute to strategic and operational developments related to the establishment and promotion of excellent practice across Sunderland.

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland;

Comply with the principles and requirements of the Freedom in Information Act 2000;

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;

Use information only for authorised purposes.

**Author**: Richard Cullen

**Date**: December 2018



**Person Specification**

**Job Title: Sunderland Music Education Hub Manager**

**Role Profile reference: ??**

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| **Essential Requirements** | |
| **Qualifications:**   * Educated to degree level * Evidence of continuous professional development. * Current driving licence and access to a car, or means to mobility support. | Application  Form/Interview |
| **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 education settings * Equal opportunities / diversity in education settings. | Application  Form/Interview |
| **Experience**   * Successful practical delivery in a range of education 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 level of accuracy * Partnership skills * Analytical skills * IT literacy | Application  Form/Interview |
| Commitment to Equal opportunities | Interview |

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| **Desirable Requirements** | |
| **Qualifications:**   * Degree in Music Related discipline | Application  Form/Interview |
| **Knowledge**   * Knowledge of Music Education Hub and the creativity / culture agenda. | Application  Form/Interview |
| **Experience**   * Management in an education setting * Managing traded services/ service level agreements * Funding applications and contract management. | Application  Form/Interview |
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