

## Job Profile Information: Head of Music Service

This supplementary information for *Head of Music Service* is for guidance and must be used in conjunction with the Job Capsule for Leadership Job Level 6, Zone 1

### Camden Way Category Leadership

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

#### Role Purpose:

To lead, develop and manage the Camden Music Service and inspire the development and delivery of a high-quality music provision within Camden. To innovate and develop a sustainable nationally recognized music service to take forward into the 21st century.

#### Example outcomes or objectives that this role will deliver:

This role will ensure the smooth running of all aspects of the music service. Example outcomes are: the annual suite of music service programs run at high quality with good recruitment of learners; Pupils are taught by high quality tutors who are excellent and inspiring music teachers and also fully trained in safeguarding and other relevant professional knowledge; excellent relationships with school leaders, music specialist teachers and music leaders across Camden schools which lead to high take up of Music Service activities.

1. To be Camden Local Authority's professional advisor on matters relating to Music provision.
2. To manage the Camden Schools Music Service budget (£1.9m), delivering a continuing attractive value for money service offer. Schools SLA (£70K) and private tutoring (£600k). The sessional music tutor bank (n=223 circa £1m of spend). This post holder will take account of the ACE music education grant (£215k circa) and ACE requirements.
3. To be responsible for the production of reports and returns required by the Arts Council England within the terms of the Hub Funding Agreement.

4. To act as the coordinator for the Camden Music Hub and ensure that governance arrangements for the Hub are professionally managed, including the administration of meetings, and preparation and presentation of papers.
5. To represent Camden Music Service and the Camden Music Education Hub at LBC internal, other stakeholder and external groups and meetings as required.
6. To proactively develop, nurture and maintain productive working relationships with internal and external partners and users of the service.
7. To implement council policies and best practice industry processes and procedures to ensure that requirements are met in relation to the maintenance of stock records and disposal of equipment etc.
8. To ensure that Safeguarding policies are known to staff and that Safeguarding procedures and Risk Assessments are implemented by the team.
9. To ensure that Service Level Agreements with customers are delivered to expected standards to support customer satisfaction and service viability.
10. To lead the production, implementation and monitoring of key documents including Service Business Plans and development of Service Level Agreements, etc. to build a successful and sustainable service
11. As required, to manage the recruitment of staff ensuring adherence to Council policies and procedures and Safer Recruitment guidelines.
12. To liaise with and support the Camden Music Trust to identify and secure additional opportunities for income generation.
13. To carry out, as required, any other tasks deemed appropriate to the post

**People Management Responsibilities:**

To manage identified staff (5.8 FTE) in line with best practice management practice, Council policy, procedures and regulations

- Deputy Head of Music Service
- Business Manager
- Music Officer x 3
- Access to Music Coordinator
- Teacher

**Relationships;**

The Head of Service maintains a productive and positive relationship with, Camden Learning, head teachers, heads of music and music specialist teachers in Camden schools. In addition, with a range of professional arts organizations, the Camden Music Trust, Arts Council England, other key stakeholder partners such as the fellow heads of service in "Music8" member boroughs and with local performing arts venues, institutes and colleges.

**Work Environment:**

Office environment based at the Crowndale Centre, 218 Eversholt Street, London NW1 1BD & Agile working (Work from home)

**Qualification:**

- Qualified to degree level with music as a clear career specialism either in schools or other professional musical settings
- A holder of Qualified Teacher Status, or other appropriate experience, with proven success in working with children and young people in schools, colleges, creative-artistic institutions or other settings.

### **Technical Knowledge and Experience:**

- An experienced, imaginative, proficient and creative musician and music teacher who builds excellent rapport and professional relationships with children and young people who are involve with Camden Music service activities.
- A leader of music education with a vision for inspiring all Camden children and young people to play a musical instrument, participate in choral or instrumental activities and performances with peers that span both traditional and more contemporary composition, instrumentation and form.
- A proficient financial manager and planner and a good strategic planner, with an aptitude to identify trends and opportunities. Who is also capable of successfully managing competing priorities and resourcefully solving resource and other challenges.
- A capable manager able to lead a dispersed and diverse team ensuring high quality, safety for all and fulfilment.
- Highly developed communication skills both orally and in writing who can do business with, inspire and engage fellow leaders in Camden Council, Camden Learning, Head Teachers, Councillor's and national organizations such as Arts Council England.
- Can demonstrate they are able to move purposefully forward despite uncertainty and a shifting landscape and able to help bring into being and oversee highly visible and complex production and development projects to exceptional quality and effect
- Able to articulate, develop and bring into being a vision for music in Camden schools, settings, community spaces and venues building on the excellent reputation the borough already enjoys that connects readily with the school and STEAM curriculum and to pathways into education and employment.
- Able to participate as a team member while also leading and building an excellent professional team of full, part-time and sessional tutors and staff who share the vision and drive of the Camden Music Service and its determination to ensure the success and enjoyment of all children
- An innovative and resourceful networker and partnership developer, getting the most from existing partners such as the Music Trust and local arts, performance and creative organizations both in 'kind and cash' while also striking new allegiances with local businesses and national figures, local leaders of schools, colleges, community and partner organizations.

## **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please select the attached [HERE](#)