

## **Job Profile: Primary Music Co-ordinator**

**Job Title: Primary Music Co-ordinator**

**Job Grade: Soulbury Consultant**

**Salary Range: £53,485 - £57,470 plus 3 SPA points up to max of £61,446 (pending pay award)**

### **About Camden**

Camden is listening to everyone, including you. We're giving a platform to people inside and outside our community. Because, we're not just home to the UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

### **About the service**

The Camden Music Service aims to ensure that every child in Camden can engage with meaningful musical activities in or out of school, harnessing the opportunity of being in a world-class city for music and the arts. It organises two Saturday Music Centres, and a wide range of Sunday and holiday groups which perform at major London venues including the Jazz Café, LSO St Luke's, Holy Sepulchre, London (the Musicians' Church) and the British Library. Every two years it leads the Camden Schools' Music Festival at the Royal Albert Hall. This glorious event involves 2,000 children from every maintained school in the borough, and celebrates the achievements of Camden's schools, teachers and pupils. It leaves children and families with lifelong memories.

The Music Service is part of Camden Learning – our schools-led partnership - and works with all Camden schools to support the curriculum; and with individual children and families across the borough to organise a wide range of social music-making activities.

Children in primary schools receive at least one year of free instrumental tuition, and the Music Service works closely with schools to encourage children of all backgrounds and aptitudes to continue to play beyond the year of free tuition, through the provision of low-cost and subsidised lessons and groups, and bursaries.

The Service delivers approximately 2,000 individual lessons every week in term-time, and 3,000 children a year learn in the free, whole-class first-access provision. It employs about 150 freelance instrumental teachers to deliver these lessons, and maintains a large stock of instruments for loan or hire to schools and individuals.

### **About the role**

The Primary Music Co-ordinator works within the Music Service supporting music-making within and beyond the class-based curriculum in all the borough's Primary and special schools and overseeing the whole class first access instrumental programme which takes place in almost all of our 40 primary schools. The postholder will also play a role in developing and maintaining relationships with arts organisations and higher education providers.

### **You will**

- provide leadership and support for all primary and special schools, helping them to deliver an excellent music education for all children – responding to requests for information, advice, formal observations, CPD.
- maintain an effective communication strategy for and between all schools, promoting networking, collaboration and inter-school links at all levels
- develop and enhance links with partner organisations - working with senior leaders within the partner organisations, liaising with them and with SLT and music co-ordinators in schools to devise, plan, deliver and evaluate inter-school projects and opportunities.
- to be fully aware of local and national music education initiatives and to ensure information and interpretation is disseminated to schools
- lead on the delivery of an effective programme of CPD with and for primary teachers (specialist and non-specialist) across all of Camden's Primary and Special schools
- lead on the delivery of borough-wide festivals and events involving large numbers of schools and participants in a range of school and public venues. The postholder plays a major role in the programming and delivery of the biennial Schools' Music Festival at the Royal Albert Hall.
- Create and develop resources for festivals & events – creating/commissioning arrangements and recordings, publishing printed and electronic resource packs and maintaining the CMS resources website
- lead and conduct rehearsals and performances for borough events
- oversee the whole class first instrumental access programme in almost all Camden's primary schools, including selecting and monitoring tutors and negotiating provision with Headteachers and senior leaders in schools
- lead the CMS Singing Strategy, promoting and developing singing opportunities within the borough through the provision of resources, performing opportunities CPD and signposting to external opportunities for development.
- promote effective KS2/3 transition in music by developing materials for use by primary and secondary schools, arranging focussed networking opportunities and devising cross-phase bridging projects to ensure that KS3 pupils can demonstrate and develop skills gained in KS2.
- work with the Head and Deputy Head of Service, inputting into CMS planning

The existing postholder is leaving in December 2023.

### **About you**

- Qualified Teacher Status (or equivalent) and a proven record of excellent primary classroom practice at EYFS, KS1 and KS2
- relevant musical knowledge, ability and experience

- an understanding of what outstanding primary music provision looks like – for all children - and how to promote it.
- an unconditional commitment to social justice and actively promoting equality of opportunity
- effective written and spoken communication
- an ability to use music scoring and recording software to create resources and experience of engaging children through the use of music technology
- the ability to focus on detail, whilst keeping an eye on the bigger picture
- an understanding of health and safety in the workplace and how to implement it in this area of work.
- highly developed project and programme management skills; able to manage multiple fast-paced projects, and iterate and adapt to changing circumstances to ensure key outcomes are delivered
- Experience delivering high-profile, large-scale, multi-stakeholder events

**Work Environment:**

The role will be based at the based at the Music Office in the Crowndale Centre, 218 Eversholt Street, London NW1 1BD, and occasionally at 5 Pancras Square, London N1C 5AG. Camden Learning has a hybrid approach, with staff required to work from the office or in schools at least two-three days each week. The Primary Music Co-ordinator role requires a significant amount of in-person attendance at events, meetings, and rehearsals which often take place outside of usual working hours. The role may require visiting multiple schools in a day.

**People Management Responsibilities:**

The Primary Music Co-ordinator oversees approximately 20 freelance instrumental tutors working on the whole-class, first access projects and will manage our **Whole class lead tutor**.

**Relationships:**

The Music Service is seconded to Camden Learning, Camden’s schools-led partnership, which enables close working and strategic links with schools. Camden Learning is a limited company funded by Camden Council and all Camden schools. The Primary Music Co-ordinator will be employed by Camden Council and seconded to Camden Learning. Outwith the Service, the postholder will work with school-based music co-ordinators, music teachers, class teachers and headteachers, instrumental tutors, partner organisations and colleagues in other music services, especially those with whom we partner in the North London Music Hub. For some projects and activities the postholder will also have contact with parents/carers of participating children.

**Over to you**

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

### **Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,