

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 Job Level 5 Zone 2

Camden Way Category 4

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 and manage the Camden Music Service and inspire the development and delivery of high quality music provision in Camden.

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 programmes runs 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.

People Management Responsibilities:

1. To advise Camden Local Authority on matters relating to Music provision.
2. To be responsible for the production of reports and returns required by the Arts Council England within the terms of the Hub Funding Agreement.
3. To act as co-ordinator for the Camden Music Hub and ensure that governance arrangements for the Hub are appropriately managed, including the administration of meetings, and preparation and presentation of papers.
4. To represent Camden Music Service and the Camden Music Education Hub at internal and external groups and meetings as required.

5. To manage the Camden Schools Music Service budget, including the ACE music education grant, in accordance with council policy and ACE requirements.
6. To maintain productive working relationships with internal and external partners and users of the service.
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 Service Level Agreements with customers are 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. To liaise with and support the Camden Music Trust to identify and secure additional opportunities for income generation.
14. To carry out, as required, any other tasks deemed appropriate to the post.

Relationships:

The Head of Service maintains a productive and positive relationship with head teachers, heads of music and music specialist teachers in Camden schools. Also with a range of professional arts organisations, the Camden Music Trust, Arts Council England, other key 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

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.
- 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.
- A capable manager able to lead a dispersed and diverse team ensuring high quality, safety for all and fulfilment.
- An excellent communicator both orally and in writing who can do business with, inspire and engage fellow leaders in Camden Council, Camden Learning, headteachers, Councillors and national organisations such as Arts Council England.
- A good financial manager and planner and a good strategic planner who is also capable of successfully managing competing priorities and resourcefully solving resource and other challenges.
- 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 organisations both in 'kind and cash' while also striking new allegiances with local businesses and national figures, local leaders of schools colleges, community and partner organisations.

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 visit by clicking [HERE](#)