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| **Department** | Department of People (Children’s) |
| **Job Title** | TEACHING AND LEARNING MANAGER (MUSIC CURRICULUM IN SCHOOLS) |
| **Grade** | STPC + TLR2 / Additional Allowance (£4,442) |
| **Primary Purpose of Job** | TO IMPROVE STANDARDS OF MUSIC TEACHING IN THE SCHOOL CURRICULUM |
| **Reporting To** | DEPUTY HEAD OF SERVICE AND ASSISTANT HEADS OF SERVICE |
| **Responsibilities** | SUPPORTING SCHOOLS IN RAISING STANDARDS IN THE MUSIC CURRICULUM AND SUPPORTING MUSIC SERVICE TEACHERS IN THEIR SCHOOLS BASED WORK |

**Main Duties**

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| **1** | To work collaboratively with members of the Bolton Music Service management team to improve standards of teaching and learning across the Bolton Music Service school teaching team. |
| **2** | To contribute, as a member of the management team, to Teacher Appraisal procedures as required by the Head of Service. |
| **3** | To ensure that all staff in the Music Service providing curriculum support for schools are supported in their teaching. |
| **4** | To ensure that all staff are aware of and understand the policies and procedures which underpin the Music Service. |
| **5** | To work closely with the team of Lead teachers (UPS) to ensure that schemes of work, assessment and monitoring records, and general teaching documentation is up-to-date across a range of disciplines |
| **6** | To provide/organise training for Bolton Music Service teachers to promote high levels of understanding and knowledge of the school music curriculum. |
| **7** | To lead team meetings with those involved in curriculum delivery and to communicate effectively with teachers across the whole service. |
| **8** | As part of the Bolton Music Service leadership team attend and contribute to leadership meetings as required by the Head of Service, reporting as required on developments in your area of work. |
| **9** | To take an active role in the development of training choirs and beginner ensembles and promote these opportunities with children in schools. |
| **10****11** | To undertake regular checks on teacher planning to quality assure agreed procedures. |
| **11** | To manage conversations with head teachers and school leadership teams with regard to improving the school curriculum. |
| **12** | To attend and contribute to Music Service INSET  |
| **13****11** | To undertake up to 3 days teaching per week in primary schools to help raise standards of music teaching in schools, as directed by the Head of Service. |

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| **Date Job Description prepared/updated:** | **April 2018** |
| **Job Description prepared by:** | **Carolyn Baxendale** |



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| **Department** | **PEOPLE** |
| **Job Title** | **Teaching and Learning Manager ( Music Curriculum in schools)** |
| **Stage One** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Substantial experience of teaching in the school curriculum and the ability to support other teachers | Application Form / Interview |
| 2. | High levels of understanding of the school music curriculum | Application Form / Interview |
| 3. | Ability to deliver effective training to support teachers delivering the school music curriculum | Application Form / Interview |
| 4. | Well-developed management skills with high levels of personal organisation | Application Form / Interview |
| 5. | Ability to create and maintain positive relationships with a diverse range of colleagues | Application Form / Interview |
| 6. | Ability to motivate others | Application Form / Interview |
| 7. | Ability to adapt and create new resources to support teaching and learning in the classroom | Application Form / Interview |
| 8. | Ability to recognise problems and to see creative solutions | Application Form / Interview |
| 9. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Qualified Teacher Status (QTS) | Application Form |
| 2. | Outstanding track record in teaching in the classroom, small groups and ensembles | Interview |
| 3. | Experience of delivering training to classroom teachers | Application Form / Interview |
| **3. Work Related Circumstances** |
| 1. | Ability to inspire and motivate young people with a variety of backgrounds and experiences | Application Form / Interview |
| 2. | Evidence of leading training for other staff | Interview |
| 3. | Experience of leading team meetings | Interview |
| 4. | Experience of working with ensembles and/or choirs and directing performances | Interview |
| 5. | Ability to use ICT to support planning, teaching and managing other staff | Application Form / Interview |
| 6. | This post is subject to an enhanced disclosure from the Disclosure & Barring Service | Application FormInterview |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | Existing track record of leadership/management in a school or a Music Service | Application Form / Interview |

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| **Date Person Specification prepared/updated:** | **April 2018** |
| **Person Specification prepared by:** | **Carolyn Baxendale** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.