

**Job Description**

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| **Department** | **CHILDREN’S SERVICES** |
| **Job Title** | LEADER OF VOCAL AND CHORAL DEVELOPMENT |
| **Grade** | TEACHERS PAY AND CONDITIONS (PLUS ADDITIONAL ALLOWANCE ACCORDING TO EXPERIENCE) |
| **Primary Purpose of Job** | TO DEVELOP OUR VOCAL AND CHORAL OFFER AND TO LEAD A TEAM OF VOCAL AND CHORAL PRACTITIONERS |
| **Reporting To** | ASSISTANT HEAD OF SERVICE |
| **Direct Staffing Reports** | SUPERVISION RESPONSIBILITY FOR A SMALL TEAM OF VOCAL TEACHERS |

**Main Duties**

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| **1** | To teach voice in schools as agreed with the Head of Service (60% of timetable) | |
| **2** | To teach whole classes, groups or individuals at all levels of attainment | |
| **3** | To lead and support out-of-school Music Centre choirs | |
| **4** | To lead and inspire a team of vocal teachers providing INSET and bringing in external expertise as appropriate | |
| **5** | To raise standards of vocal and choral work in Bolton Music Service and the GM Music Hub, through working collaboratively with the leadership team | |
| **6** | To increase access to singing, for children and young people, in and out of school | |
| **7** | To develop outstanding relationships with schools and school colleagues and promote a  network of teachers dedicated to quality outcomes in singing | |
| **8** | To lead and support occasional Music Service festivals/concerts during the evenings and weekends, providing outstanding performance opportunities for young people | |
| **9** | To collaborate with and occasionally lead vocal and choral colleagues across the GM Music Hub | |
| **10** | To contribute to curriculum development in Bolton Music Service in terms of Programmes of Study, Schemes of Work, Resources for Learning and Assessment | |
| **11** | To plan, prepare and evaluate your work in schools, in accordance with Bolton Music Service procedures. | |
| **12** | To undertake personal development training relevant to the needs of the post | |
| **13** | To embrace new developments in the working practices of the Music Service | |
| **14** | To complete reports and assessments for students in accordance with Music Service policy | |
| **15** | To prepare and complete evaluations, reports and reviews as requested by the Head of Service | |
| **Date Job Description prepared/updated:** | | **April 2024** |
| **Job Description prepared by:** | | **Carolyn Baxendale** |

**Person Specification**

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| **Department** | | | **CHILDERN’S SERVICES** | | | |
| **Job Title** | | | **LEADER OF VOCAL AND CHORAL DEVELOPMENT** | | | |
| **Stage One** | | | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf (gmhsc.org.uk)](https://www.gmhsc.org.uk/wp-content/uploads/2018/04/Carers-Charter-FINAL.pdf) are guaranteed an interview if they meet the essential criteria for the role | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | High level of vocal proficiency (minimum Diploma standard) | | | | | Application form |
| 2. | High level of personal musicianship (minimum Diploma standard) | | | | | Application form |
| 3. | High level skills in leading choirs and vocal projects | | | | | Application form/Interview |
| 4. | Extensive knowledge of vocal and choral repertoire, traditional and modern | | | | | Application form/Interview |
| 5. | Ability to inspire and motivate young people with a variety of backgrounds and experiences | | | | | Application form/Interview |
| 6. | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | Degree/ Diploma standard music qualification | | | Application form | |
| 2. | | QTS or evidence of other teacher-based professional development | | | Application form | |
| 3. | | Experience of leading a team of music teachers / practitioners | | | Application form | |
| 4. | | Experience of coaching and directing choirs in and out of school | | | Application form/Interview | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | | | Interview | |
| 2. | | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | | | Interview | |
| 3. | | IT and media skills to support planning, teaching and evaluation | | | Application form | |
| 4. | | You will need to drive between schools and hold a current driving license | | | Application form | |
| 5. | | This post is subject to an enhanced disclosure from the Disclosure & Barring Service with check of relevant barred list(s) | | | Application form | |
| **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. | Keyboard / accompanying skills | | | | | Application Form/Interview |
| 2. | Previous experience of middle leadership in a school, Music Service or Arts Organisation. | | | | | Application Form/Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. |  | | | | |  |
| 2. |  | | | | |  |

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| **Date Person Specification prepared/updated** | **April 2024** |
| **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.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





