



####  JOB DESCRIPTION

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| **Department** | DEPARTMENT OF PEOPLE |
| **Job Title** | Leader of Vocal and choral Development |
| **Grade** | Teachers Pay and Conditions (plus TLR 2 £4,351 per annum)Or unqualified teachers pay range (Plus Additional Allowance £4,351 per annum) |
| **Primary Purpose of the Job** | TO LEAD A TEAM OF VOCAL AND CHORAL PRACTITIONERS |
| **Reporting to** | ASSISTANT HEAD OF SERVICE |
| **Staff responsibilities** | SUPERVISION RESPONSIBILITY FOR ALL VOCAL TEACHERS AND A SMALL TEAM OF INSTRUMENTAL TEACHERS |
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| **MAIN DUTIES** |
| 1.2.3.4.5.6.7.8.9.10.11.12.13.14. | **TEACHING AND LEARNING**To teach voice in schools as agreed with the Head of Service (60% of timetable)To teach whole classes, groups or individuals at all levels of attainmentTo lead and support out-of-school Music Centre choirsTo lead and inspire a team of vocal teachers providing INSET (In Service Training) and bringing in external expertise as appropriateTo raise standards of vocal and choral work in Bolton Music Service and the GM Music Hub, through working collaboratively with the leadership teamTo increase access to singing, for children and young people, in and out of schoolTo develop outstanding relationships with schools and school colleagues and promote a network of teachers dedicated to quality outcomes in singingTo attend Music Service courses, festivals and concerts during the evenings andweekends and to assist in the organisation of such activities where appropriateTo collaborate with and supervise a team of colleagues from a range of musical disciplines,Ensuring that all staff implement the policies and procedures of the serviceTo collaborate and occasionally lead vocal and choral colleagues across the GM Music HubTo contribute to curriculum development in Bolton Music Service in terms of Programmesof Study, Schemes of Work, Resources for Learning and AssessmentTo plan, prepare and evaluate your work in schools, in accordance with Bolton Music Service procedures.To undertake personal development training relevant to the needs of the postTo embrace new developments in the working practices of the Music Service  |
| 1.2. | **REPORTING**To complete reports and assessments about students in accordance with Music Service policyTo prepare and complete evaluations, reports and reviews as requested by the Head of Service  |

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| **Date Job Description prepared/updated** | February 2019 |
| **Job Description prepared by** | Carolyn Baxendale |



**PERSON SPECIFICATION**

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| **Department** | DEPARTMENT OF PEOPLE |
| **Job Title** | LEADER OF VOCAL AMND CHORAL DEVELOPMENT |

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| **STAGE ONE** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |
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| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | High level of vocal proficiency (Diploma standard) | Application form/Interview |
| 2. | High level of personal musicianship (Diploma standard) | Application form/Interview |
| 3. | Ability to teach voice at all levels | 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 considered to be essential for all roles, are in the attached CORE COMPETENCIES document | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Professional experience of vocal leadership | Application form |
| 2. | Degree/ Diploma standard music qualification | Application form |
| 3. | QTS or evidence of other teacher-based professional development. | Application form |
| 4. | Experience of leading a team of music teachers / practitioners | Application form |
| 5. | Experience of coaching and directing choirs in and out of school | Application form/Interview |
| 6. | Experience of designing and leading vocal projects | Application form/Interview |
| **3. Work Related Circumstances** |
| 1. | IT skills to support planning, teaching and evaluation | Application form |
| 2. | This post is subject to disclosure from the Disclosure & Barring Service | Application Form |
| 3.  | You will need to drive between schools and hold a current driving license | Application form |

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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. | 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** |
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| **Date Person Specification prepared/updated:** | **February 2019** |
| **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.