



TRAFFORD
COUNCIL

Advisor for Secondary Music Provision

Role Profile

Service: Trafford Music Service

Grade: NJC Band 9

Reporting to: Head of music service

About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Working together to build the best future for all our communities / everyone in Trafford.

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Your Main Priorities

- To support Trafford secondary schools in delivering high quality secondary music education
- To provide professional supervision to a team of instrumental Music tutors working in both school and Music Centre settings
- To act as the principle contact for all Secondary Heads and Heads of Music Departments and support the Music Strategy in all Secondary school and Academies.
- To take a lead on managing and developing ensemble provision as part of the Music Service offer.

Key Duties

- To ensure high quality Music Education is provided to all Secondary age children and ensure that practice serves to continuously improve the quality of music provision in Trafford and improves outcomes for children and young people
- To take responsibility for the line management of a team of Music tutors who deliver to secondary age pupils in and out of school.
- In the absence of the Head of Service take a joint lead role for Trafford Music Service and when required make management decisions and provide advice and support to all Stakeholders

- To ensure that music services for children, young people and families are accessible and that stakeholders are fully engaged and participate in the development and improvement of services
- To assist the Head of Service in developing effective ways to involve children, young people and families in service planning, re-design, delivery and evaluation
- To support and mentor NQT staff and PGCE placement trainees. This will be through, and not limited to, 1:1 meetings, lessons observations, feedback and review sessions, target setting and reflective discussions.
- To take a lead in managing and developing ensemble provision as part of the Music Centre offer
- To monitor the Secondary staffing budget, managing forecast of staff expenditure and balancing against generated income to ensure service growth and contingency for staff absence.
- To monitor the resource budget for secondary area of provision
- To provide professional supervision to Secondary Music Team on a regular basis, giving direction through clear decision making and advice to ensure effective teaching is delivered across the borough.
- To assist the Head of Service in the safe recruitment of staff through robust selection and interview procedures in line with the respective human resources policies and procedures of the employing bodies
- To ensure that practice works towards achieving overall service objectives and key performance indicators (KPIs)
- To implement a robust system of monitoring to ensure that manual and electronic record keeping and report writing is of high quality
- To participate in the delivery of whole staff training.
- To manage the Claremont Centre on one or two evenings per week during term time being the point of contact for all parents and pupils, and be responsible for the lock down of the building at the end of the evening following the lock down procedure.

- To act as the principle contact for all Secondary Heads and Heads of Music Departments and support the Music Strategy in all Secondary schools and Academies.
- To organise as appropriate meetings between Secondary Heads of Music
- Keeping all schools up to date with current Service offers and offers of partners within the GM music hub
- Support secondary schools with lesson observations, Music curriculum delivery and Music strategy in line with the recommendations set out in the National Plan for Music education and the KS3 / 4 curriculums
- To write and deliver an engagement strategy to increase the music provision offered to all Secondary phase schools
- To audit school's needs in terms of Music provision and set up and deliver bespoke training to link in to the strategy
- To contribute to the development plan of Trafford Music Service, and link Secondary strategy to the overall progression routes made accessible for secondary age pupils.
- To identify gaps in service provision and make recommendations to Head of service to facilitate service growth.
- To offer bespoke training and support for all Trafford Secondary phase schools, ensuring that they are kept up to date with Government initiatives and changes in curriculum
- Contribute to the promotion of the music service through participation in concerts, workshops and events where appropriate

About You

Qualifications and Professional Development

- Degree
- Evidence of continued professional, managerial and personal development

Experience and Knowledge

- At least 3 years of teaching experience since achieving QTS at both key stages 3 and 4 with a working knowledge of GCSE/Btech music.
- Experience of managing other teachers including peripatetic staff would be an advantage
- Experience of quality assurance systems including lesson observations and recruitment and selection
- Working successfully and effectively as part of a management team and of formulating strategies, policies, objectives, and targets
- Experience of managing budgets, and setting income generation targets
- Hands on experience of project, business or service planning and management reporting
- Experience in interpreting government guidance and translating into delivery at a local level
- Experience of managing staff and applying relevant policies and procedures in areas such as attendance management and disciplinary
- Detailed working knowledge and experience of working to teacher standards and of current government initiatives in relation to music education.
- Clear understanding of safeguarding, Health and Safety and data protection
- Up to date knowledge and understanding of current government initiatives

Skills and abilities

- Highly developed written and oral communication skills, including report writing and presentations
- Excellent interpersonal skills and ability to work with partners and stakeholders to influence others and inspire confidence
- Strong financial, analytical, problem solving and creative thinking skills that link to strategic decision making and planning
- Highly developed information management skills
- Ability to seize opportunities for continuous organisational improvement
- Willingness to undertake any additional training
- Ability to drive and use of a car
- Evening and weekend work as required

Date prepared/revised: April 2021

Prepared/revised by: RO

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.