

**London Borough of Lambeth**  
**JOB DESCRIPTION**

<b>Job Title:</b>	Curriculum Music Lead (with/without Singing Lead responsibilities)
<b>Directorate:</b>	Children's Services, Education and Learning
<b>Division:</b>	Lambeth Music Service (LMS)
<b>Grade:</b>	School Teacher's Pay and Conditions + TLR 2
<b>Reporting to:</b>	Head of Service
<b>Responsible for:</b>	Equipment/Instrument Manager, Music Tutors
<b>Contract:</b>	Full Time, Fixed term to August 2024 (with the potential to extend)
<b>Start date:</b>	April (or September) 2023

**Main Purpose**

The **Curriculum Music Lead** is responsible for the management and delivery of the Music Service's well-regarded curriculum provision, which currently spans 24 schools. **The Singing Lead** is responsible for the Music Service's borough-wide singing programmes which reach over 1600 young people each year and include contributions from several of our Hub partners. Currently, most programme activity takes place in primary schools, but activity in secondary schools is increasing year on year. The Curriculum Music (and Singing) Lead is a member of the Music Service's **Senior Leadership Team**.

The Curriculum Music (and Singing) Lead works collaboratively with tutors, schools and partners to set the vision/intent for each programme and ensures delivery is of the highest quality by providing guidance, training and support to colleagues/schools, ensuring programmes are adequately resourced and monitoring the impact of activity. The Curriculum Music (and Singing) Lead also leads on the planning and delivery of events that celebrate and share the achievements of young people participating in these programmes.

The Curriculum Music (and Singing) Lead 'leads by example' and spends a portion of their week delivering activity in schools/at our music centre. They also oversee the Music Service's instrumental stock and line manage the Equipment/Instrument manager.

**Principal Accountabilities**

1. *Programme leadership and management*
  - Leading on the vision, design and implementation of the LMS curriculum (and singing) programmes, ensuring that they offer exciting, relevant and impactful learning opportunities to schools and pupils in Lambeth.
  - Advocating for music education and promoting LMS curriculum provision (and singing activity) with schools and families.
  - Developing positive relationships with schools and families and practitioners/organisations that might enrich and/or extend opportunities for young people in Lambeth.
  - Overseeing the budget for each programme, putting Service Level Agreements (SLAs) in place with schools/partners and providing billing/invoicing information to the LMS Business manager.

- Liaising with school headteachers/music coordinators/tutors/partners as necessary to ensure SLA commitments are upheld by both sides.
- Timetabling staff and activity to enable programmes to be delivered smoothly and successfully, managing staff absence and leading on the recruitment of new staff as necessary.
- Creating/updating staff role descriptions as required.
- Overseeing the management of the Service's instrument stock (procurement, tracking, distribution, auditing, repairs etc.)
- Line management of the Service's Equipment/Instrument Manager

## 2. *Curriculum programme: content and delivery*

- Updating/developing the LMS curriculum framework to ensure outcomes are ambitious, progressive, and relevant to Lambeth schools.
- Ensuring schemes of work and resources are in place to guide and support all strands of curriculum delivery.
- Putting in place a simple yet suitable assessment framework and process that enables tutors to record and report pupil achievement.
- Teaching excellent lessons and fulfilling the duties of a Music Tutor to the highest standards.
- Providing training and support to staff delivering programme activity that enables them to develop professionally and deliver their roles with clarity and confidence
- Quality assuring provision and taking swift action to address any issues
- Creating opportunities to celebrate and share programme achievements
- Ensuring pupils/parents receive timely information regarding progression opportunities.

## 3. *Singing programme: content and delivery*

- Updating/developing the LMS singing strategy and creating plans to guide programme activity.
- Identifying and sourcing suitable repertoire and arrangements, which offer artistic, cultural, and educational value to pupils and schools.
- Creating resource packs for schools (to include sheet music, lyric sheets, guide tracks, backing tracks etc.) to support their engagement with singing programmes and school-based vocal work.
- Leading on the planning and delivery of training events for teachers/leaders that link to singing activity and beyond.
- Delivering inspiring rehearsals and leading groups with clarity and confidence.
- Quality assuring provision and taking swift action to address any issues
- Leading on the planning and delivery of singing celebration events (which in the past have taken place at venues such as The Southbank Centre and Lambeth Town Hall and involved up to 900 singers).
- Ensuring pupils/parents receive timely information regarding progression opportunities.

## 4. *Other*

- Carry out the role of Designated Deputy Safeguarding Officer
- Deputise for the Head of Service where appropriate
- Work collaboratively with other members of the Senior Leadership Team and support the general growth and development of the Service.
- Liaise with members of the LMS team (SLT, SENCo, Administrators, Pastoral support) and school staff to ensure that policies relating to pupil wellbeing

(safeguarding, health and safety etc) are implemented and learners are provided with an appropriate, accessible and safe learning environment at all times.

- Reflect on and develop your professional practice, attending meetings and training sessions as necessary to enable you to effectively execute your role.
- Maintain an up-to-date knowledge of LMS and Lambeth Council policies and ensure these are implemented fairly and consistently.
- Take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
- Take responsibility, appropriate to the post for tackling discrimination against protected characteristics (as per the Equality Act) and promote tolerance, understanding and community cohesion.
- Work flexibly in undertaking the listed role duties and responsibilities and undertake additional duties as are commensurate with the level of the post and as the Head of Lambeth Music Service may reasonably require.

*This job description may be updated periodically to reflect changing organisational needs*

## PERSON SPECIFICATION

### Curriculum Music Lead (with/without Singing Lead responsibilities)

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A). <b>Please address each of these separately.</b></p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confidence scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			<b>Shortlisting Criteria</b>
<b>Qualification</b>	Q1	One or more of the following: <ul style="list-style-type: none"> <li>• Relevant Degree or diploma or evidence of achievement within a relevant field</li> <li>• Qualified Teaching Status (QTS) or other music teaching qualification</li> </ul>	✓
<b>Knowledge and skills</b>	K1	Knowledge of safeguarding and recommended practices regarding keeping children safe in education.	
	K2	An excellent musician and teacher with good subject knowledge and who embraces a range of approaches to teaching and learning. Ability to lead singing activities and a knowledge of woodwind/brass/string instruments would be helpful.	(A)✓
	K3	An inspiring leader able to work strategically, methodically and collaboratively to develop programmes and create action plans that address identified needs.	(A)✓
	K4	An understanding of young people in Lambeth, the barriers that may prevent them from accessing/engaging with music making and how these might be addressed.	(A)✓
	K5	Ability to select/create/adapt resources to support delivery in schools (e.g. schemes of work, lesson plans, PowerPoints, musical scores and arrangements, guide tracks, backing tracks etc.)	
	K6	Ability to use common technological devices and software fluently. Some ability to work with music technology would be helpful.	

<b>Relevant Experience</b>	E1	Experience of creating a safe, positive and inclusive learning environments for young people.	
	E2	Experience of curriculum design (and assessment frameworks) and planning and delivering sequences of learning that lead pupils to achieve a range of successful outcomes.	(A) ✓
	E3	Experience of line managing others, being responsible for or coordinating the activity of other members of staff and/or managing a budget.	(A) ✓
	E4	Experience of designing and delivering training opportunities that support the professional development of other adults	(A) ✓
	E5	Experience of leading (or contributing to) the planning and delivery of large-scale events	(A) ✓
<b>Lambeth Core Behaviours</b>	B1	<b>Focuses on People:</b> <ul style="list-style-type: none"> <li>Establish and maintain positive relationships with children, young people, families, schools and Lambeth Sounds Music Education Hub partners</li> </ul>	
	B2	<b>Takes Ownership:</b> <ul style="list-style-type: none"> <li>Actively seek training and other areas to continually improve practice</li> </ul>	
	B3	<b>Works collaboratively:</b> <ul style="list-style-type: none"> <li>Being approachable, listening and building constructive honest relationships with young people and adults</li> <li>Developing partnerships that strengthen delivery and outcomes</li> <li>Sharing information, best practice and ideas with relevant networks and groups</li> </ul>	(A)
	B4	<b>Communicates Effectively:</b> <ul style="list-style-type: none"> <li>Can adapt communication style to different audiences or contexts</li> </ul>	
	B5	<b>Focuses on Results:</b> <ul style="list-style-type: none"> <li>Work towards appropriate and achievable musical and social goals for all children and young people</li> </ul>	