

Job Description and Person Specification

Role: Music Engagement Officer



Job Description

Job Title	Music Engagement Officer
Grade	6
Service	Education and Skills
Reports to	Lead Learning and Development
Location	Drapers' Hall
Job Evaluation Code	P1415D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

- Develop and implement programmes that support the Coventry Music Education Hub in its delivery of the core and extension roles as part of the National Plan for Music Education.
- Support the management team in ensuring inclusivity and engagement of all children and young people in the city.
- Facilitate the delivery of workshops in a variety of settings.
- Support delivery of music centres and events under supervision of the Lead Learning and Development team.

Main Duties & Key Accountabilities

Core Knowledge

- To establish projects in key areas of development such as inclusivity, SEND and singing, under direction from the Coventry Music Management team.
- To champion the vision of the Music Hub and to lead on the development of the music education plans for networks of schools providing in-depth knowledge of the needs of schools and families and actions for improvement.
- To enable children and young people from all backgrounds access to high quality music making experiences and to work alongside parents/carers/schools and other stakeholders to enable inclusivity of music across the city.
- To enable all children and young people have high quality music sessions, workshops and activities across the city in a variety of settings throughout the whole year, which may include weekends, evenings and school holidays.
- To advocate the benefits of high quality music education to parents and carers and school leaders through presentations and publicity.
- Alongside a Lead Learning and Development Manager increase the number of children and young people taking part in musical activity such as whole class tuition, singing and instrumental lessons.

- To be responsible for celebrating achievement through regular performances by, for and with children and young people, at school, city, regional and national levels.
- To maintain Coventry Music resources across the city.
- To evaluate the impact of musical activities and help schools to evaluate their music curriculum.
- To assist with the training, development and deployment of self-employed tutors.
- To reflect on your own practice and to seek out professional development opportunities and encourage reflection in others.
- To provide expert musical advice and training to school leaders, school staff and other partners and to lead on professional development within school networks.
- To have the necessary professional expertise and competency to fulfil the duties of the position.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal
Schools Parents and Carers Children and Young People Music Hub Partners	Education and Skills Childrens' Services Culture Team

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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Knowledge	
National trends in music education policy, including the function and purpose of a Music Education Hub and how it delivers on the National Plan for Music Education.	
National curriculum in primary, secondary and special schools.	
Effective initiatives, models and programmes of instrumental/vocal tuition.	
Skills and Abilities	
Good interpersonal skills and ability to use a range of communication strategies.	
Excellent presentation skills and able to communicate clearly and accurately.	
Ability to motivate others and maintain a high quality outward facing provision.	
Ability to liaise with and develop positive working relationships with professionals from diverse disciplines.	
Ability work with all stakeholders to deliver and develop inclusive music provision.	
SEND/Inclusion work skills.	
Experience	
High Performance standards on an instrument or voice.	
Experience of project management including planning, finance and evaluation.	
Experience of successful partnership working with schools/organisations.	
Experience of working with children and young people from a variety of backgrounds and in different settings.	
Qualifications	
A Music degree or qualification OR substantial professional experience as a musician or music practitioner.	
Special Requirements	
Ability to work outside of normal school hours and at evening and weekends during term time and also some work during the school holidays.	
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of	

a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created	April 2018	Date Reviewed	December 2023
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