



Coventry City Council

## Job Description

<b>Job Title:</b>	Music Engagement Officer (Positive Choices)	<b>Job Number:</b>	P1415D
<b>Services:</b>	Education, Libraries & Adult Learning	<b>Grade:</b>	6
<b>Location:</b>	Enterprise House		

### 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.

### Job Purpose:

- 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 and Responsibilities:

- Programme and Lead the Positive Choices Programme funded by Youth Music
- 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.



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- 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.



The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

<b>Responsible for:</b>	<b>N/A</b>	<b>Responsible to:</b>	<b>Lead Learning and Development (1 per each of the posts)</b>
<b>Date Reviewed:</b>		<b>Updated:</b>	



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## Person Specification

<b>Job Title:</b>	Music Engagement Officer	<b>Job Number:</b>	P1415D
<b>Services:</b>	Education, Libraries & Adult Learning	<b>Grade:</b>	6
<b>Location:</b>	Enterprise House (Drapers Hall Autumn 2021)		

Area	Description
<b>Knowledge:</b>	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
<b>Skills and Abilities:</b>	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
<b>Experience:</b>	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
<b>Educational:</b>	A Music degree or qualification OR substantial professional experience as a musician or music practitioner



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<b>Special Requirements:</b>	<p>Ability to work outside of normal school hours and at evening and weekends during term time and also some work during the school holidays.</p> <p>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).</p> <p><b><i>N.B For posts subject to Protection of Children and Vulnerable adults please delete as Appropriate</i></b></p>
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<b>Date Reviewed:</b>		<b>Updated:</b>	
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