

Job Description

Job Title: Head of Percussion (CYM)

Department: Centre for Young Musicians - GSMD

Grade: E

Location: Morley College, Oasis Southbank Primary School and other venues linked to the Centre

Responsible to: Head of Centre for Young Musicians

Responsible for: Departmental Tutors

Appointed Candidates Signature:

Please sign and date here upon receiving your offer of employment

I confirm I have read the Job Description below:

Full Name:

Signature Date:

Purpose of Post

Heads of Department play a pivotal role at CYM, providing leadership within their department and contributing to the Centre's broader development and success. They are responsible for creating a safe and inclusive learning environment, maintaining high standards of teaching, and ensuring students make excellent progress. Additionally, they oversee departmental resources and foster strong relationships with parents, students, and staff, addressing issues as needed to maintain a positive and productive environment.

Main Duties & Responsibilities

Department Leadership and Management

- Set the strategic direction for the department, ensuring provision is inclusive, effective, and aligned with student and Centre needs, as well as CYM's culture and goals.
- Provide leadership to all tutors within the department, ensuring consistent high-quality tuition. Monitor tutor performance, offer guidance and feedback and address any issues or concerns.
- Work with the Management and Admin team on all aspects of departmental administration, providing reports and updates as required.
- Lead the recruitment and induction of departmental staff, including creating materials, shortlisting candidates, arranging and conducting interviews and follow-up tasks.
- Work with the Head of Centre and Management and Admin Team on timetable creation. Advise on and, where necessary, undertake timetabling tasks, including assigning tutors/students and ensuring that departmental and cross-departmental ensembles are appropriately populated.

Teaching

- Attend CYM on the 32 Saturdays of the CYM teaching year, teaching students individually or in groups/ensembles as required, demonstrating expertise and passion for music.

Student Progress and Assessment

- Monitor student progress across the department, addressing issues or concerns proactively.
- Oversee and quality-assure annual reports, ensuring tutors provide accurate and constructive feedback.
- Oversee and support exam preparation across the department, ensuring alignment to syllabus requirements.
- Advise on suitable progression pathways for students, which might include further and/or higher education, or routes into the industry.
- Conduct auditions for CYM and other activities managed by the Centre (e.g. the London Schools Symphony Orchestra and London Youth Wind Band holiday courses).

Events, Concerts, and Public Engagement

- Plan, coordinate, and attend departmental events and performances throughout the academic year.
- Ensure the department is represented at both public and internal events, such as the CYM annual concert, chamber concert, junior concert etc.

Instrument and Resource Management

- Manage departmental resources, including instruments and sheet music. Oversee storage and rentals and keep accurate records.
- Audit instruments and equipment annually and coordinate maintenance, repair and renewal as needed.

Collaboration and Communication

- Foster positive relationships with students, parents, staff, and other external stakeholders.
- Serve as the main point of contact for departmental inquiries and concerns, addressing issues promptly and effectively.
- Promote the centre and recruit students through active involvement with schools and other contacts.
- Act as a primary contact for students, parents and staff on Saturdays.

Broader Growth and Development

- Stay informed about developments in music education and pedagogy, seeking opportunities for professional growth.
- Contribute to the Centre's development by offering insights to enhance educational outcomes, Centre effectiveness and efficiency, and actively participating in CYM/GYA-wide initiatives.
- Attend half-termly meetings with the Head of Centre and termly department meetings.

Student Support, Inclusion and Wellbeing

- Monitor student attendance and conduct, addressing issues and concerns in line with relevant policies.
- Ensure the safety and well-being of all students, reporting any concerns in line with CYM policies.
- Follow all safeguarding policies and procedures, acting as Deputy Designated Safeguarding Lead as required.

- Promote inclusivity, diversity, and equality within the department, ensuring all students can access provision and necessary support.

Health and Safety Compliance

- Adhere to and regularly review health and safety practices within the department. Follow and enforce risk assessments and other health and safety policies.

Other

- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To deputise for the Head of CYM when necessary.
- To undertake any other duties that may reasonably be requested appropriate to the grade.

Person Specification

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Department: Centre for Young Musicians - GSMD

Grade: E

Trent Position number: 19B0097/001

DBS Criterion: Enhanced DBS with children's barred list

Security Vetting Criterion: No security vetting is required

Politically Restricted Post Criterion: This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

Professional Qualifications / Relevant Education & Training / Technical Skills

- Degree in Music (or appropriate professional experience) with a focus on percussion instruments. (A, I)
- Extensive knowledge and experience of teaching pedagogy across a wide range of percussion instruments, with a proven track record of working successfully with students of different ages and abilities. (A, I)
- Considerable experience of directing ensembles and small groups. (A, I)
- Comprehensive knowledge and understanding of safeguarding, health and safety regulations, data protection, duty of care, with the ability to conduct and act on risk assessments. (A, I)
- Strong leadership, communication and organisational skills with proven experience in managing programmes and priorities, inspiring teams and working collaboratively. (A, I)
- Ability to co-ordinate and programme musical performances. (A, I)
- A passion for music and the creative arts and an understanding of the issues and practice of specialist pre-conservatoire music education. (A, I)
- Demonstrated commitment to inclusive education and workforce diversity, ensuring all students and staff, regardless of background or ability, have access to opportunities and support. (A, I)
- Strong written communication and IT skills (including Microsoft 365). (A, I)
- Highly motivated and articulate individual with a sense of humour and the desire and ability to contribute and deliver new and creative ideas. (A, I)

Other Skills and Experience Required

- Experience of communicating with a range of stakeholders including parents, students and external partners, with the ability to navigate sensitive relationships and situations effectively. (A, I)
- Adeptness at managing complex schedules and timetables, ensuring the smooth running of a busy department. (A, I)
- Experience in conducting auditions and/or assessments, with the ability to provide constructive feedback. (A/I)

Other Relevant Information

Days to be worked: 1 day per week, which must be a Saturday during CYM term time.

It should be recognised that occasional attendance at evening concerts will be expected, with time given in lieu.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Contract

The position is offered on a permanent basis.

Salary

The salary range for this job is £47,620 - £53,310 per annum inclusive of all allowances, pro-rated to £9,524 - £10,668 per annum for 0.2 FTE. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Hours of Work

Normal hours of work are 7 hours (1 day) per week excluding lunch breaks, which is a Saturday during CYM term time, but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment



This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 7.5 days annual holiday inclusive of Public/Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One full academic term by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks,



where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.