

## Job Description

**Job Title: Head of CYM Programmes and London Schools Symphony Orchestra**

**Department: Centre for Young Musicians - GSMD**

**Grade: F**

**Location: Morley College and other venues linked to CYM and LSSO activity**

**Responsible to: Head of Centre for Young Musicians**

**Responsible for: CYM and LSSO staff as detailed below**

### **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: .....

### **Centre for Young Musicians**

Part of the Guildhall Young Artists network, the Centre for Young Musicians (CYM) is a specialist Saturday school offering advanced musical training to young people aged 5–18. Students combine their CYM studies with their general education in local schools, coming together each week to learn under the guidance of London's leading professional performers and educators. Many students go on to study music full-time at university or conservatoire and pursue professional careers, while others follow different paths enriched by the skills, confidence, and experiences gained at CYM.

### **London Schools Symphony Orchestra**

CYM also manages the London Schools Symphony Orchestra (LSSO), a flagship youth orchestra with over 70 years of history, providing exceptional orchestral training for talented young musicians aged 13–19. The LSSO runs three holiday courses annually, working with internationally renowned conductors and soloists. Each course culminates in a major public performance at the Barbican or another prestigious venue, and the summer course includes a short domestic or international tour.

### **Our Impact**

CYM and the LSSO together prepare talented musicians, singers, and composers, regardless of their backgrounds, to access higher education and, for many, professional music careers. Regardless of their chosen path, all students benefit from the artistic environment, developing self-expression, communication, teamwork, and resilience — skills that have a lasting influence throughout their lives.

### **Purpose of Post**

The post-holder will lead on the design and delivery of CYM's programmes and curriculum, taking responsibility for timetabling and overseeing operational and administrative functions to ensure a coherent, high-quality offer that supports student progress and development. They will hold line management or oversight responsibilities, as directed by the Head of CYM, which may include

Heads of Department, Operations and Administrative staff, and tutors or provision not otherwise directly managed.

In addition, the post-holder will have full responsibility for the London Schools Symphony Orchestra (LSSO). The LSSO bursts with the energy and talent of the city's young musicians: bold and forward thinking, it is redefining what a youth orchestra can be and finding fresh, exciting ways to play and share orchestral music with the next generation. The post-holder will provide artistic, pastoral, and operational leadership for its courses, concerts, tours, staff, and students, ensuring it remains a flagship orchestra for young London musicians and a sector-leading initiative.

The role also involves contributing to the strategic development of CYM within the Guildhall Young Artists network, building external partnerships, and deputising for the Head of CYM as required.

## Staff Oversight and Working Relationships

- **CYM Heads of Department, Operations and Administrative Staff, Coordinators and Tutors:** Direct line management, oversight, or collaborative working as directed by the Head of CYM.
- **LSSO Conductors, Assistant Manager, Tutors and Support Staff:** Direct oversight and management

## Main Duties & Responsibilities

### CYM

1. Lead on programme and curriculum planning, ensuring CYM has a clear, creative, and relevant offer that aligns with the Centre's mission, supports strong progress and outcomes, and meets students' needs.
2. Take responsibility for timetabling, ensuring smooth delivery of individual student and staff schedules that meet the Centre's changing needs.
3. Hold line management and oversight responsibilities for designated staff and functions.
4. Provide leadership and management of specific provision areas and tutors not directly overseen by of Heads of Department, including recruitment, induction, motivation, monitoring work and attendance, and providing guidance to ensure effective delivery.
5. Support the Head of CYM with broader staff and student related issues as needed, including disciplinary matters and recruitment.
6. Contribute to the delivery of CYM's annual programme of concerts, workshops, masterclasses and visits from professional artists, taking lead responsibility for agreed activities.
7. Support and deputise for the Head of CYM in the overall running and development of the Centre.

## **LSSO**

Provide full leadership and oversight of the London Schools Symphony Orchestra, including:

8. Design and deliver the orchestra's strategic and artistic direction, fostering an inclusive culture, diverse membership and ambitious, relevant programming.
9. Plan and manage the three annual courses, including rehearsals, concerts, tours, venues and logistics.
10. Recruit and manage conductors (including the Conductor in Residence), soloists, tutors and support staff for courses and tours.
11. Oversee the recruitment, attendance and progression of players, manage the audition process and ensure clear and timely communication with parents/carers relating to LSSO activity.
12. Help set, and monitor, the LSSO budget, oversee bursary allocations, equipment and resources.
13. Lead the delivery of high-quality evaluation of participant experience and outcomes, using feedback from stakeholders to inform future strategy.

## **Cross-Cutting Responsibilities**

14. Contribute to the strategic development of CYM and LSSO, fully utilising the links and potential of the GYA network and School.
15. Maintain and enhance quality assurance processes across CYM and LSSO to ensure high standards of teaching and learning, curriculum coherence, and effective delivery by staff
16. Act as first point of contact for staff, student or parent concerns, escalating to the Head of CYM as required.
17. Support students' progression into higher education professional music careers, providing guidance and advice as appropriate.
18. Develop and manage strategic partnerships, marketing, communications and intake/audience development to enhance the visibility and impact of CYM and LSSO, representing both at public events.
19. Work with the Head of CYM and Foundation for Young Musicians to secure funding for bursaries, projects and tours and other resources and initiatives.
20. Act as Designated Safeguarding Lead for LSSO and Deputy for CYM, ensuring all activities comply with safeguarding, health and safety requirements, including risk assessments and appropriate supervision.
21. Implement the City of London's Occupational Health and Safety Policy, giving due regard to the health and safety of both themselves and others.
22. Implement the City of London's Equal Opportunity Policy and promote equality of opportunity in relation to the duties of the post.
23. To undertake any other duties that may reasonably be requested appropriate to the grade.

# Person Specification

**Job Title:** Head of CYM Programmes and London Schools Symphony Orchestra

**Department:** Centre for Young Musicians - GSMD

**Grade:** F

**Trent Position number:** 19B0218/001

**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 /

- Degree or equivalent professional experience in music or music education. (Essential)
- Leadership or management training relating to music, education, or arts administration. (Desirable)

## Experience Required (Essential)

- Significant leadership and management experience in a music education setting, including responsibility for curriculum design, timetabling, and delivery.
- Proven experience managing a youth orchestra or comparable ensemble, including:
  - Planning and delivering courses, concerts, and tours (domestic or international).
  - Oversight of conductors, tutors, and support staff.
  - Artistic leadership, including repertoire selection, programming, and maintaining high performance standards.
  - Building and maintaining networks within the orchestral and wider music sector.
- Experience of overseeing staff, including recruitment, line management, appraisal, and professional development.
- Experience of implementing and monitoring quality assurance processes for teaching and learning.

## Experience Required (Desirable)

- Strategic development of programmes or institutions in a music education context.
- Experience managing budgets, bursaries and resource planning.
- Experience reviewing and evaluating programme or participant outcomes, using evidence and stakeholder feedback to inform future strategy, planning and decision-making.
- Experience of building and leveraging partnerships and collaborations to support programme development and maximise impact.
- Familiarity with pathways into higher education and professional music careers.

## Other Skills and Personal Attributes

- Strong leadership, organisational, and team management skills, with the ability to manage complex programmes across a large student body.

- Excellent communication and interpersonal skills, able to engage confidently with staff, students, parents/carers, and external partners.
- Strategic thinking and problem-solving skills, with the ability to balance competing priorities in a fast-paced environment.
- Sound understanding of safeguarding, health & safety, and equality of opportunity.
- Passionate about music education and supporting young musicians to achieve their potential.
- Collaborative, adaptable, and resilient, with a positive and inclusive approach.
- Committed to equality, diversity, and widening access to music.

### **Other Relevant Information**

Days to be worked: Tuesday to Saturday during CYM term time; outside term time, Monday to Friday. This role requires flexibility to attend an annual orchestral residential tour, and occasional rehearsals and concerts on evenings and weekends, 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 £57,240 - £64,610 per annum inclusive of all allowances. 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 35 hours per week excluding lunch breaks, Tuesday to Saturday during CYM term time and Monday to Friday outside 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 28 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.