



JOB DESCRIPTION



Job Title	Head of Junior Music Courses
Department	Junior Guildhall
Grade	F
Location	Guildhall School of Music & Drama
Responsible to	Head of Junior Guildhall and Safeguarding Lead
Responsible for	Junior Guildhall Coordinators , teaching and administrative staff

Junior Guildhall

Junior Guildhall is a specialist Saturday School offering advanced training to young people between the ages of 4 and 18. The students are able to combine their Junior Guildhall training with their general education in local schools. They come together to experience and learn about music and drama under the guidance of staff drawn from London's orchestras and freelance professionals. Most of the students go on to study their chosen discipline full-time at undergraduate level, eventually making careers in the profession, though others can, and do, move into totally different fields.

Our training prepares talented musicians, singers, composers and actors to access Higher Education courses in their chosen discipline if that is their wish. Some Junior Guildhall students have gone on to reach the very peak of their chosen professions to become household names. Others use their craft behind the scenes to help bring performances to stage and screen. Regardless of their ultimate direction, students find that the professional artistic environment of the Guildhall School provides them with valuable life skills and the means to develop their individual talents to the full. The fulfilment of self-expression and self-discovery together with skills of communication and responsibility will have an enduring influence upon their lives.

Links between the full-time courses of the Guildhall School and Junior Guildhall are strong and many professors teach on both programmes. Junior Guildhall students are often invited to participate in the School's events and, on Saturdays, the entire facilities of the School are given over to Junior Guildhall.

Purpose of Post

The post-holder will assist the Head of Junior Guildhall in the provision of artistic and administrative leadership for Junior Guildhall and in ensuring that Junior Guildhall provides quality artistic education at the highest level to enable students to pursue further studies in music should they wish. To foster good relations between teachers, parents and staff and to help create a culture which fosters collaboration, innovation, personal motivation and reflection, professional integrity and a lateral approach to problem solving.

To be the designated Safeguarding Lead for Junior Guildhall and support the Safeguarding Lead in delivering effective safeguarding across the whole institution including senior school, short courses, creative learning and CYM regional centres. To assist the Safeguarding Lead in fulfilling the statutory obligations of the Prevent duty which apply to students across the whole institution, including short courses, satellite centres, staff and visitors. integrity and a lateral approach to problem solving.

To deputise for the Head of Junior Guildhall and Safeguarding Lead when necessary.

Key Relationships

- Head of Junior Guildhall (line manager)
- Administrator and Music Officers (direct reports)
- Heads of sections and coordinators and over 100 visiting teachers
- Parents
- Partnerships
- External Relations team members, Safeguarding & Senior Guildhall staff

Main Duties & Responsibilities

1. To provide leadership and line management for Junior Guildhall in all areas of recruitment, induction, motivation, appraisal and training of staff to enable them to achieve their full potential and deliver Junior Guildhall's educational objectives.
2. To manage the team of teaching staff on all courses including any satellites and with the Head of Junior Guildhall in the recruitment and disciplinary matters relating to staff.
3. To ensure, alongside the Head of Junior Guildhall, that good teaching practices are developed by maintaining links both with the main school and other establishments in this country and overseas.
4. To devise with colleagues an on-going curriculum development which is creative, imaginative and relevant to the needs of the students.
5. To organise and promote outside engagements including booking concerts, venues & student performers and programme management. To develop links with outside organisations in the UK and internationally including acting in an ambassadorial role accompanying students to high profile international events
6. To create effective operational monitoring processes both in terms of quality control of teaching standards and student development. To manage the absence policy and procedures to ensure that students attend regularly.
7. To resolve issues relating to student studies and to mediate between staff, students and parents in helping resolves significant problems and to deal with complex ad hoc issues relating to staff and students often involving outside agencies.

8. To offer advice and guidance for students regarding further and higher education and in pastoral care and to act as an advisor to parents regarding their children's musical development.
9. To audition and assess students and monitor students' musical development through weekly assessments and monitoring staff reports.
10. Responsibility for overseeing the timetable to provide individual programmes for students and staff and to ensure any ongoing changes meet the needs of the department.
11. To devise a PR strategy, in conjunction with the Director of External Relations and implement all aspects of marketing and promotion for Junior Guildhall including adverts, press releases, direct mail and printed materials.
12. To assist the Safeguarding Lead in all matters of whole School safeguarding including confidential record keeping and audits. To liaise with the Higher Education Funding Council for England (HEFCE) to ensure the institution is compliant with the demands of the statutory Prevent duty. To network across the institution and with the Barbican centre in the implementation of the Prevent duty.
13. To keep abreast of good practice in safeguarding for the sector along with new initiatives and government policies and changes
14. To manage health & safety in the department. To undertake regular risk assessments and represent the department at the school's health & safety committee meetings.
15. To actively seek funding for student bursaries including applications to trust funds and to be a member of the Junior Guildhall Bursary Committee.
16. To develop links with outside organisations and work in collaborative projects with other similar organisations. To plan and organise trips for students including music tours and keep them aware of opportunities, competitions and courses.
17. To devise and organise any special events for the department including targeted recruitment days for specific instruments and inviting visiting professionals.
18. 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.
19. 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.



PERSON SPECIFICATION



Job Title	Head of Junior Music Courses
Department	Junior Guildhall
Grade & Level	F Level: 3
Trent Position Number	

Please find below the key skills, experience and core behaviours required to undertake this post.

Technical Skills / Professional Qualifications / Relevant Education & Training

- Educated to at least degree level or equivalent
- Significant experience in a similar environment
- Significant experience of music teaching and/or performing
- Detailed knowledge of music education
- Good understanding of safeguarding issues
- Excellent IT skills in microsoft word, excel, access and outlook
- Experience of implementing strategies and new initiatives
- Experience of planning and implementing projects

Experience Required

Essential

- Wide ranging experience of the under 18 sector in Music
- Excellent musical judgement with the ability to write reports and assessments
- Proven experience of managing and motivating a team
- A self-starter and a lateral thinker
- Strong concert and event management experience
- Exceptional verbal and written communication skills and confidence in dealing with people at all levels
- Exceptional attention to detail and administrative management
- Highly flexible and organised with the ability to prioritise effectively, meet deadlines and manage more than one project at once
- Strong interpersonal skills of the highest calibre and the ability to communicate, build relationships and negotiate effectively at all levels both within and outside an institution
- Self-driven, results orientated with a positive outlook and sense of humour

- A self-motivated individual with ability to integrate as a core part of the team.
- A trained and skilled manager and motivator with a track record of helping direct reports and achieving goals
- Demonstrable engagement with suitable networks and professional bodies with a commitment to continued professional development
- Empathy with the needs of young musicians
- Excellent communication skills at all levels including being confident in public speaking

Desirable

- Understanding of and passion for the work of the Guildhall School of Music & Drama and the performing arts
- Experience of working in the specialist under 18 musical sector
- Experience of working in an HE environment for safeguarding and prevent
- High performance and/or teaching profile
- Experience of dealing with safeguarding issues including case management
- Experience of managing tours and risk assessment
- Experience as an examiner or adjudicator
- First Aid trained

Other Relevant Information eg. working hours or desirables (only if applicable)

Normal working hours: The post holder will be expected to work Tuesdays through to Saturdays during term time and Monday to Fridays outside of term time. Leave cannot be taken during term time.

Additional hours: There will be occasions when the post holder will be expected to attend outside of normal working hours. On such occasions s/he will either be entitled to take time off in lieu or claim overtime as agreed in advance with the Head of Junior Guildhall.

Core Behaviours

Thinking

Planning and Organising... Managing time, competing priorities and resources in a structured way.

- Involves others in planning, putting self in the shoes of stakeholders
- Build sufficient time in plans to manage both process requirements and stakeholder engagement needs
- Accurately estimates resources and time requirements required to achieve plans
- Uses appropriate programme and/or project management methodologies to ensure outcomes and promises are met

Analysis and Problem Solving... Analysing information logically, drawing on one's knowledge and experience base and calling on other references and resources as necessary to generate appropriate and/or creative solutions.

- Interprets complex data isolating key issues – sharing analysis with others
- Uses logical, rational and intuitive approaches to develop options and strategies to resolve issues
- Generates imaginative, creative or innovative solutions to new and/or longstanding problems
- Involves others in problem solving, seeking multiple perspectives and solutions

Building Relationships

Communication and Influence... Presenting information and arguments verbally or in writing to improve understanding, influence outcomes and foster engagement and support.

- Raises pertinent issues with manager or management team in a concise way without going into unnecessary detail
- Thinks through audience and personal impact, using appropriate communication style, body language, and sense of dress to suit the situation
- Uses an inclusive style when running meetings, clarifying understanding, minimising the use of jargon and summarising key points
- Delivers effective presentations through detailed planning and preparation

Team Working... Using appropriate interpersonal skills and working cooperatively to contribute to the development and management of positive and cohesive teams and partnerships within CoL and beyond.

- Demonstrates that s/he genuinely values others' input and expertise and is willing to listen and learn from others
- Encourages the team to share ideas, solutions and new approaches
- Works across teams, departments and traditional silos – building relationships in pursuit of common interests
- Works hard to share information, engage others and build a sense of team spirit

Self-Managing

Accountability... Being responsible for one's own actions, seeing things through, doing what we say we will.

- Oversees structured meetings that run to time
- Holds self and others accountable for adherence to CoL policies, procedures and responsibilities
- Ensures that projects within areas of specific responsibility are completed on time and within budget
- Monitors and evaluates plans, addressing risks, keeping all stakeholders informed of any changes

Achieving

Drive and Perseverance... Maintaining a high degree of motivation and commitment to producing work of the highest possible standard at CoL, finishing what we start even in the face of challenging obstacles.

- Defines his or her work in terms of results and outcomes achieved rather than time spent
- Does not give up before finishing, even in the face of significant resistance or setbacks
- Sets high standards, pushing self and others for results, seeking continuous improvement
- Finishes work to a high standard, is not satisfied with 'simply finishing' something

Leading

Leading and Empowering... Creating a compelling future for colleagues; motivating and encouraging commitment and involvement through delegation, support and coaching.

- Has a clear strategy, goals and outcomes for the team
- Delegates tasks, releasing authority and risk, accepting mistakes may be made
- Opens up personal networks to others, creating new connections and relationships
- Engages with, communicates and supports corporate decisions

Developing and Recognising Others... Nurturing the skills, behaviours, talent and potential of individuals and teams through training, development, coaching and feedback – acknowledging and valuing the contribution they make

- Encourages growth and development and growth internally, across departments and beyond CoL
- Creates a supportive and challenging environment, helping team members to maximise their potential
- Takes time to coach, support and encourage staff and teams to reflect on and improve performance
- Develops a variety of team-based reward ideas

Managing Business Performance... Setting and managing clear and stretching performance expectations for individuals, teams and partners – accepting accountability for own results and those of the team

- Maintains constant focus on current performance and future goals regardless of circumstances
- Changes roles, responsibilities and processes to deal with issues
- Takes accountability for improving performance of the team
- Manages projects, risk, finances, and other resources effectively

Recruitment – Note to Applicants

These key skills and core behaviours 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). It is essential you address each of these on the application form on the section for supporting information.

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



Job title: Head of Junior Music Courses
Department: Guildhall School of Music & Drama

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

Salary

The salary range for this job is £45,490 - £51,870 p.a. inclusive of London Weighting depending on experience/performance. 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.

New appointees will normally be placed on the bottom of the pay scale.

Contract

The job is offered on a permanent basis.

Hours of Work

Normal office hours are 35 hours per week, excluding lunch breaks, Monday to Friday but the postholder 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 a minimum entitlement of 28 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

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.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme if you have a contract of employment for more than 3 months. Employees contribute between 5.5 and 12.5% of their pensionable pay to the scheme, depending on salary. 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.

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 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.

- **Employee Volunteering Programme**

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.



The Guildhall School of Music & Drama

Rated No. 1 specialist institution in the UK by the Guardian University Guide 2013 and 2014, the Guildhall School is one of the world's leading conservatoires and drama schools, and one which is pre-eminent in technical theatre, professional development and music therapy. A thriving Junior Guildhall, the recent addition of the Centre for Young Musicians and a range of summer schools and short courses further complement the outstanding opportunities available. Long recognised as a centre of excellence, the School has been twice-honoured by consecutive Queen's Anniversary Prizes; in 2005 for its unrivalled development and outreach programme, Guildhall Connect, and in 2007 in recognition of the achievements and work of the School's Opera Programme over the last two decades.

Since its founding in 1880, the Guildhall School has stood as a vibrant showcase of the City of London Corporation's commitment to education and the arts. Situated in the heart of the City, the School moved to its present premises in the Barbican in 1977 solidifying a unique link with both Europe's largest arts and conference centre, including the Barbican Hall and the Pit Theatre, and the world-class London Symphony Orchestra. The reputation of the teaching and research across all the disciplines in the School is unrivalled. Students experience working in a professional context to professional standards with an exemplary pool of outstanding artists who work with us as directors, conductors, coaches and tutors. The School's graduates consistently succeed at the highest levels of their chosen profession.

The School currently numbers almost 900 students on its roll call, approximately 700 of whom are undergraduate and postgraduate music students and 175 on the Acting and Technical Theatre programmes. In any given year, about 40% of the students are from outside the UK, typically representing over 50 nationalities.

The Guildhall continues to enhance its programmes and contribute to the cultural life of the City by forging even stronger ties not only with the Barbican Centre and the LSO, but also partnerships with the BBC Symphony Orchestra, the Royal Opera House and Academy of Ancient Music.

The most significant investment in the Guildhall School for 36 years was recently unveiled: the £90 million redevelopment of the neighbouring Milton Court site. The new building houses three new performance spaces: a concert hall (608 seats), a theatre (223 seats) and a studio theatre (up to 128 seats) in addition to high quality drama teaching and administration spaces. Following the opening of Milton Court in September 2013, the Guildhall's facilities at long last match the outstanding quality of its training and the success of its graduates.