

JOB DESCRIPTION	
Job Title	Interim Head of Guildhall Young Artists King's Cross
Department	Guildhall Young Artists
Location	London
Responsible to	Creative Director GYA King's Cross
Responsible for	Guildhall Young Artists King's Cross, teaching and administrative staff and students
Salary & Contract	Self-employed. 2 days per week. £38.80 per hour. 13 weeks per term from 01/09/2022 to 22/07/2023

Guildhall Young Artists King's Cross

Guildhall Young Artists King's Cross (GYAKX) is London's new exciting, vibrant, and accessible performing arts centre offering training in music, drama, and production at the Elizabeth Garrett Anderson School. The Saturday centre is part of the Guildhall Young Artists national network of 6 similar centres managed by Guildhall School of Music & Drama and the first to offer training in the three disciplines.

5- to 18-year-olds, from all backgrounds, can access individual lessons and engage in a range of group-based learning experiences to develop rounded creative, social and personal skills. Students will have learner-centered timetables reflecting all three disciplines under the guidance of staff drawn from London's orchestras and freelance professionals.

Guildhall Young Artists King's Cross will support young musicians, actors, and production arts students to perform, create, improvise, and collaborate to the highest levels.

Regardless of their ultimate direction, the professional artistic environment of Guildhall Young Artists King's Cross will offer students with valuable life skills and the means to develop their individual talents to the full. Many of the students across the Guildhall Young Artists network 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.

Purpose of Post

The post-holder will assist the Creative Director and Head of Guildhall Young Artists Regional Centres in the provision of artistic and administrative leadership so the centre provides quality artistic education at the highest level to enable students to pursue further studies in music, drama or production arts should they wish.

The post-holder, who will also be the designated Safeguarding Lead for GYAKX, will foster good relations between teachers and parents, develop effective partnerships with local and regional creative education providers, and help create a culture which fosters collaboration, innovation, professional integrity, and a lateral approach to problem solving.

Key Relationships

- Creative Director GYA King's Cross (line manager), Head of Guildhall Young Artists Regional Centres, Director Guildhall Young Artists and Safeguarding and Head of Safeguarding
- Administrative manager and a team of visiting teachers
- Parents and carers
- Local and regional partnerships and Management Board
- External Relations, Finance and Marketing team members, Safeguarding & Senior Guildhall staff
- Heads of other Guildhall Young Artists centres

Main Duties & Responsibilities

1. To provide leadership and line management for Guildhall Young Artists King's Cross in all areas of recruitment, induction, motivation, appraisal, and training of staff to enable them to achieve their full potential and deliver Guildhall Young Artists educational objectives.
2. To manage the team of administrative, pastoral and teachers and in the recruitment and disciplinary matters relating to staff.
3. To develop good teaching practices by maintaining links both with the Guildhall School and other establishments regionally and nationally. To be a member of the GYAKX Management Board. To attend meetings of the local Music Education Hubs as required.
4. To devise in collaboration with the Creative Director 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/gigs, venues, managing student performers and programme management
6. To create effective operational monitoring and GDPR compliant data collection 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 assess students and monitor students' musical development together with the Creative Director through assessments and monitoring staff reports.
10. Responsibility for overseeing the timetable to provide individual programmes for students and teachers and to ensure any ongoing changes meet the needs of the centre.
11. To keep abreast of good practice in safeguarding for the sector along with new initiatives and government policies and changes. To assume the role of DSL for the Centre and ensure a Deputy is appointed at all times. Ensure all staff adhere to the Guildhall School Safeguarding Policy.
12. To devise a PR strategy, in conjunction with the Head of Regional Centres, creative Director and marketing team and implement all aspects of marketing and promotion for Guildhall Young Artists King's Cross including adverts, press releases, direct digital and printed materials.
13. 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.
14. 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.
15. To manage health & safety in partnership with the venue school and colleges' senior management and head teachers. To undertake regular risk assessments.

16. To actively seek funding for student bursaries including applications to trust funds and foundations and to be a member of the Guildhall Young Artists Norfolk Bursary Committee.

Other responsibilities to consider:

17. To effectively communicate with parents/carers on a regular basis to inform them of all matters concerning teaching and learning, safeguarding, health and safety, teaching and learning and special events (concerts, competitions and collaborations)
18. To develop and manage an annual budget and provide activity, finance, safeguarding and GDPR reports at the Termly Management Board, with the support of the administrative manager.
19. Ensure any grant conditions and evaluation requirements outlined in Music Education Hub grants or other trusts and foundation monies are adhered to.

Guildhall School of Music & Drama is committed to safeguarding and safe recruitment processes. All staff have the responsibility to follow best practice as set out in our Safeguarding Policy.

Other Relevant Information

Normal working hours: The post holder will be expected to work two days per week, Tuesdays through to Saturdays during term time and Monday to Fridays outside of term time. Please note Saturday working will be required during term time.

Additional hours: There will be occasions when the post holder will be expected to attend outside of normal working hours.

PERSON SPECIFICATION	
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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, drama or production arts teaching and/or performing
- Detailed knowledge of arts 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 of developing and managing budgets and financial risk
- Experience of promoting events and activities
- Experience of fund raising and writing trust and foundation applications and requests

Experience Required

Essential

- Wide ranging experience of the under 18 sector in music, drama or production arts
- Excellent judgement with the ability to write reports and assessments
- Proven experience of managing, developing direct reports and motivating a team
- A self-starter and a lateral thinker
- Strong event management programming and delivery experience
- Exceptional verbal and written communication skills and confidence in dealing with people at all levels both within the organisation and within/partner external organisations.
- Exceptional attention to detail with written correspondence and administrative management.
- Highly flexible and organised with the ability to prioritise effectively, meet deadlines and manage more than one project at once.
- 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.
- Demonstrable engagement with suitable networks and professional bodies with a commitment to continued professional development.
- Empathy with the needs of young creatives (music, drama and production arts)
- 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 a similar environment with 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.
- First Aid trained