

## Job Description

**Job Title:** CYM Head of Learning  
**Department:** Centre for Young Musicians (Guildhall Young Artists)  
**Grade:** F  
**Location:** Centre for Young Musicians (Morley College and venues linked to CYM activity)  
**Responsible to:** Head of CYM  
**Responsible for:** CYM 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 (GYA)** network run by Guildhall School, 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 general education in schools, coming together each week to learn under the guidance of leading professional performers and educators.

CYM offers a broad and ambitious programme of individual lessons, ensembles, choirs, chamber groups, and supporting studies classes. Many students progress to conservatoires and universities, while others pursue diverse careers enriched by their musical experiences at CYM.

### **Our Impact**

CYM prepares 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 Head of Learning will provide strategic and educational leadership across CYM, ensuring that all programmes are inspiring, inclusive, and of the highest quality.

Working closely with the Head of CYM, the Head of Learning will lead the design and delivery of CYM's curriculum and programmes — working collaboratively with Heads of Department and colleagues across the Centre to shape provision, promote excellence in teaching, and ensure strong progression for every student, regardless of background.

The post-holder will play a key role in defining CYM's educational vision and strategy, as well as contributing to the wider learning and programme strategy of the Guildhall Young Artists network. They will also act as Designated Safeguarding Lead (DSL) for CYM and lead on quality assurance, data evaluation and impact, and continuous improvement across the Centre.

They will maintain an active understanding of all areas of provision and deputise for the Head of CYM when required.

### **Staff Oversight & Working Relationships**

- Reports to: Head of CYM
- Heads of Department: line management
- Operations and Events Manager, Executive Administrator and similar functions: close collaboration
- Coordinators and areas of provision without a Head of Department (e.g. Supporting Studies): direct oversight
- Tutors: collaborative working
- Guildhall Young Artists colleagues: collaboration on shared learning and development initiatives
- Guildhall School professional services teams: collaboration as required
- External organisations: collaboration and partnership-building initiatives

### **Main Duties & Responsibilities**

The following duties are not shown in order of priority or frequency, nor is the list exhaustive, but rather an indication of the type and level of duties expected of the post.

### **Vision and Strategy**

1. Contribute to CYM's educational vision and strategic direction, translating these into clear priorities and actions that align with the wider GYA strategy.
2. Lead and model a culture of excellence, inclusion, and collaboration in all areas of teaching and learning.
3. Drive continuous improvement across CYM's educational provision, ensuring high standards and consistently strong outcomes for students.

### **Curriculum, Programmes and Learning**

4. Lead the design, review and development of CYM's curriculum and programmes, ensuring they are relevant, creative, and support progression for all age groups and abilities.

5. Promote inclusive, diverse and innovative approaches to repertoire, pedagogy and assessment, including targeted strategies where needed to support the progression of students from underrepresented groups.
6. Work with Heads of Department and colleagues to align and strengthen departmental and centre-wide strategy, provision and approaches to learning.

### **Management and Staff Development**

7. Line manage Heads of Department, providing leadership, support and challenge.
8. Provide leadership for areas of learning not directly overseen by a Head of Department (e.g. Supporting Studies), ensuring coherence, quality and effective delivery.
9. Support the recruitment, induction, and development of staff, promoting a culture of collaboration, continuous professional learning and accountability.
10. Support the Head of CYM with broader staff and student related matters as required, including conduct and disciplinary matters.

### **Quality Assurance and Impact**

11. Implement and oversee robust systems for monitoring, evaluating, and assuring the quality of teaching and learning.
12. Collect, analyse and report on data relating to student outcomes, participation, retention and engagement, identifying strengths and areas for development.
13. Use evidence and evaluation to inform planning, support decision-making, and contribute to reporting on CYM's impact.

### **Timetabling and Programme Coordination**

14. Lead the timetabling process to ensure smooth delivery of student and staff schedules that meet the Centre's evolving needs.
15. Ensure student learning pathways (individual, ensemble and class-based) are balanced, effective, and deliver the intended outcomes.
16. Advise on staffing, resource and space implications to ensure delivery is well planned, sustainable, and aligned with budget parameters.

### **Safeguarding and Wellbeing**

17. Act as Designated Safeguarding Lead (DSL) for CYM, ensuring compliance with statutory obligations and internal policy.
18. Promote a culture of safety, wellbeing, and respect across all CYM activities, and provide advice and support to staff as needed.

### **Collaboration and Representation**

19. Contribute to the delivery of CYM's annual programme of holiday courses, concerts, workshops, masterclasses and visits from professional artists, taking lead responsibility for agreed activities.
20. Work collaboratively with other GYA centres and the Guildhall School to shape and share good practice and develop joint initiatives.
21. Represent CYM at meetings, events, and partnership activities as required.



22. Advise the Head of CYM on appropriate opportunities for students within and beyond CYM.
23. Deputise for the Head of CYM when necessary.

**Additional responsibilities**

24. 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.
25. 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.
26. To undertake any other duties that may reasonably be requested appropriate to the grade

# Person Specification

**Job Title:** CYM Head of Learning

**Department:** Centre for Young Musicians (GYA)

**Grade:** F

**Trent Position number:**

**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

### Essential

- Degree or equivalent professional experience in music or music education. (A)
- Evidence of ongoing professional development in teaching, educational leadership or curriculum/programme design. (A)

### Desirable

- Training or qualification in leadership, safeguarding, curriculum design or a related area. (A)
- Postgraduate study in music education, leadership or similar. (A)

## Experience Required

### Essential

- Significant leadership experience in a music education setting, including responsibility for curriculum/programme design, delivery and evaluation. (A,I)
- Experience leading or managing educational staff, including recruitment, induction, appraisal, and supporting performance and development. (A,I)
- Experience designing or reviewing learning programmes that support progression across a wide age and ability range. (A,I)
- Evidence of promoting inclusive practice and supporting progression for students from underrepresented groups. (A,I)
- Experience implementing quality assurance processes, including observations, feedback and the use of data. (A,I)
- Experience working collaboratively across multiple teams or departments within a complex environment. (A,I)
- Experience working with children and young people, with a strong understanding of safeguarding responsibilities. (A,I)

### **Desirable**

- Experience in a Saturday Music Centre, Junior Conservatoire or similar intensive learning environment. (A,I)
- Experience working with external partners (schools, hubs, arts or cultural organisations). (A,I)
- Experience contributing to organisational strategy or change initiatives. (A,I)
- Experience with budgeting, resource planning or costed programme delivery. (A,I)
- Experience evaluating programme impact and using insight to inform planning. (A,I)
- Experience with large-scale timetabling or complex logistical systems. (A,I)
- Understanding of pathways into higher education and professional music careers. (I)

### **Skills & Knowledge**

#### **Essential**

- Strong leadership and people-management skills, able to motivate, support and challenge staff. (A,I)
- Excellent understanding of effective pedagogy in music education. (I)
- Ability to design coherent curricula and learning pathways that support progression. (A,I)
- Strong analytical skills, with the ability to interpret a range of learning-related data. (A,I)
- Excellent communication and interpersonal skills. (A,I)
- Strong organisational skills, with the ability to balance multiple priorities in a busy environment. (A,I)
- Strategic and practical problem-solving skills, with sound judgement. (I)
- Clear understanding of safeguarding and wellbeing, and the ability to lead on safeguarding matters as DSL. (A,I)

#### **Desirable**

- Ability to use digital tools for timetabling, monitoring or data analysis. (A,I)
- Experience leading staff development through appraisal, coaching or training. (A,I)

#### **Personal Attributes**

- Passionate about high-quality music education and supporting young people. (A,I)
- Collaborative, approachable and able to build trust across diverse teams. (A,I)
- Resilient, adaptable and comfortable working in a dynamic environment. (A,I)
- Committed to equality, diversity and inclusion, with a proactive approach to reducing barriers to participation. (A,I)
- Evidence-informed in decision-making, with integrity and professionalism. (A,I)

#### **Other Relevant Information**

Work pattern: Tuesday to Saturday during CYM term time; Monday to Friday outside CYM term time. This role requires flexibility to attend 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.

### **Salary**

The salary range for this job is in the range £59,060 - £66,670 per annum (including Outer London Weighting) 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.

### **Contract**

The position is offered on a fixed term basis, 18-month.

### **Hours of Work**

Normal hours of work will be Tuesday to Saturday during CYM term time; Monday to Friday outside CYM term time, being 35 hours per week excluding lunch breaks, 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 11<sup>th</sup> of each month.

### **Annual Leave**

There is an entitlement of 28 days annual holiday plus Bank Holiday. 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. 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 academic terms' notice in writing 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**

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.