



**In Harmony Telford & Stoke
Ensembles Director, Telford - Job Description**

1.	<p><u>Job Purpose</u></p> <p>To ensure the smooth running and continuing development of both the in-school ensemble provision of In Harmony at Old Park Primary School and its after-school orchestral programme</p>
2.	<p><u>Major Tasks</u></p> <ul style="list-style-type: none"> • To work within the wider programme to ensure the orchestral delivery element is delivered safely and effectively • To work with the Project Manager to ensure that the programme fits the strategic aims and current priorities • To draw on the expertise within the delivery team and school to develop the learning programme for the orchestral component of the programme • To ensure that there is appropriate staffing and pastoral support for children to thrive • To conduct the ensembles and deliver engaging, supportive and accessible orchestral sessions • To undertake planning both individually and as part of a team • To administer and develop the In Harmony Telford Nucleo (after school provision) and its community impact with the support of the Project Manager <p><u>Other Tasks</u></p> <ul style="list-style-type: none"> • To ensure the delivery content supports all learning styles and ability ranges • To manage the health and safety of participants by ensuring appropriate staffing, rehearsal space and pastoral support with particular attention to out of school hours • To lead delivery and support the contracted musicians during the orchestral element of the programme • To raise (deleted significant) concerns regarding delivery with the project manager at the earliest appropriate opportunity. • To understand and follow the school's child protection and safeguarding procedures • To build good relationships with school staff parents and partners • To ensure the quality of learning experience of participants • To ensure all young people are able to engage in the activities planned • To ensure planning, resources and repertoire are uploaded to be accessible on the In Harmony online tool • To ensure integration of new young musicians from new settings into the after-school orchestra, and to support the recruitment of young people to the project • To support the evaluation of the Programme including collection and monitoring of data

	<ul style="list-style-type: none"> To be flexible to the needs of the Programme and carry out such additional duties as required from time to time. To lead on large-scale performances, include massed orchestra performances
3.	<p><u>Contacts</u></p> <ul style="list-style-type: none"> Regular contact with Project Manager Regular contact with school staff, children, volunteers, parents, music tutors, general public, community groups Occasional contact with programme partners, performance venues,
4.	<p><u>Creative work</u></p> <ul style="list-style-type: none"> To have a flexible approach to problem solving To have a high standard of musicianship and thorough understanding of delivering music in a school and community context through a creative and dynamic programme of activity that promotes learning across a number of agendas. To be confident in having a role in supporting the musicians and pastoral support teams to be creative and flexible within the delivery of the ensemble and nucleo program within in Harmony
5.	<p><u>Decisions made</u></p> <ul style="list-style-type: none"> The post holder is expected to make generally routine decisions The post-holder will be required to deal with enquiries and complaints from parents/carers at the after-school provision and when necessary refer these to the schools or project manager as appropriate
6.	<p><u>Supervisory responsibility</u></p> <ul style="list-style-type: none"> The post holder has no supervisory responsibility. However, (delete) the role will require the supervision of contracted musicians working for the Programme during the ensemble and nucleo sessions to ensure work is done safely, to the correct standards and that correct procedures and regulations are followed. Observations and feedback will be passed onto the project manager or school staff team as appropriate
7.	<p><u>Supervision received</u></p> <ul style="list-style-type: none"> The post holder reports to the Project Manager who will assist in the planning of workloads and setting of priorities, however the post holder is expected to use their discretion when selecting work. The post holder will work closely with the Project Manager and the In Harmony Telford and Stoke Partnership lead within Telford and Wrekin Council particularly around the development of community aspects of the after-school provision

8.	<p><u>Complexity</u></p> <ul style="list-style-type: none">• The post holder is required to carry out a wide range of tasks for the Programme. This requires highly effective organisational and communication skills.• At times the role will require the ability to work under pressure and to deadlines. Programmes of work can change at short notice• The post holder will be required to work as part of a team as well as on their own initiative.
9.	<p><u>Special Conditions</u></p> <ul style="list-style-type: none">• The post holder will, on occasion, be required to work evenings and weekends, e.g. for performances, trips etc.

Ensembles Director - Person Specification

Criteria	Standard
Qualifications	Degree in Music
Knowledge	<ul style="list-style-type: none"> • High level of musical expertise, particularly Western Classical music • Specialist knowledge of music education • Understanding of current UK music education scene, including the role of In Harmony • Understanding of the El Sistema approach and its application within the English In Harmony Programmes • Ability to ensure the inclusion of all young people with diverse backgrounds, experience and needs • Knowledge of community engagement
Skills	<ul style="list-style-type: none"> • Ability to inspire and relate to young people • Ability to conduct and lead large groups of young people • Excellent organisation skills • Ability to communicate effectively and sensitively with a range of people, including children, young people, people with disabilities, schools, parents and carers, community members, different professionals and agencies and contractors. • Ability to plan and deliver differentiated learning experiences for varied groups • Self directed, well organised with the ability to effectively manage their time, prioritise workload and to meet deadlines and targets. • Skills in administration and project management • Arranging / composing skills (desirable)
Experience	<ul style="list-style-type: none"> • Experience of music workshop delivery and music teaching in a wide range of settings • Experience of communicating effectively with a wide range of audiences. • Experience of community engagement
Personal style and behaviours	<ul style="list-style-type: none"> • Competent, confident person, able to work under own initiative. • Adaptable - capacity to be flexible when working with young people • Able to work well in a team, recognising skills that other team member possess.

	<ul style="list-style-type: none"> • Passionate about inclusion, social mobility, care and nurture of young people • Extremely well organised with an enhanced attention to detail - Ability to produce accurate and complete work and to follow processes and ensure others do the same.
Other	<ul style="list-style-type: none"> • Willingness to undergo DBS check • Public Liability Insurance • Willing to travel

Salary/Fee

The fee for this post is £6100 for 25 days work, including 14 delivery days
 Plus potential extra days (e.g performances) paid at £225/day or £115/half day
 Work to be carried out between September 2016 and April 2017
 Ensemble delivery days are Thursdays, 7 days per term.

How to apply

Please send a CV and covering letter via email to Jeremy Clay,
info@inharmonytelfordstoke.org by **5pm on Wednesday 7 September 2016**

Informal enquiries about the role can also be made to Jeremy Clay by email to
info@inharmonytelfordstoke.org

Interview date

Successful applicants will be called to Interview on **Thursday 15 September** in Telford, with a view to starting delivery on Thursday 29 September.

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person-specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.