

## Area Manager

### Job Description and Person Specification

<b>Location:</b>	Kent Music Head Office, Javelin Way, Ashford, TN24 8FN
<b>Line Manager:</b>	Senior Leader, Tuition & Ensembles
<b>Working Hours:</b>	Full time, 37 hours per week
<b>Contract:</b>	Permanent
<b>Salary:</b>	£35,226.00, pro rata, per annum, plus a workplace pension auto-enrolment contribution from Kent Music of up to 3% of salary. (Subject to meeting minimum requirements)
<b>Annual Leave:</b>	22 days per year, increasing to a maximum of 27 days. This entitlement is in addition to statutory bank holidays and three additional days' leave at Christmas. Entitlements are pro-rata for part-time employees.

### 1 About Kent Music

Kent Music is a music education charity and the Hub Lead Organisation (HLO) for the Kent & Medway Music Hub. The organisation is driven by a core belief that music changes lives.

We work closely with schools, colleges, cultural organisations, and other partners to ensure that learners of all ages, especially children and young people, across Kent and Medway have access to high-quality music education both in and out of school.

Informed by the National Plan for Music Education, our vision is to enable all children and young people to learn to sing, play an instrument and create music together, and have the opportunity to progress their musical interests and talents, including professionally.

#### Our Values

- **Creativity** – we champion creativity, nurture imagination and spark inspiration
- **Achievement** – we empower people to progress and excel
- **Inclusion** – we open doors, fostering inclusivity and accessibility
- **Awareness** – we recognise the impact of our actions and make ethical and informed choices
- **Joy** – we encourage fun, seeking enjoyment and opportunities for celebration

Kent Music's current business plan has four central aims:

1. Support schools to create the conditions where music thrives

2. Provide accessible music education pathways for all children and young people
3. Empower children & young people to pursue their musical aspirations
4. Deliver a sustainable business

Sitting across each aim is a commitment to equity, diversity & inclusion, and youth voice.

## **2 About the Role**

This is a strategic role designed to provide leadership across a designated geographical area of Kent. The role will encompass the development of a strategy for the area, the development of instrumental and vocal tuition, the management of term time out-of-school activities, and supporting the development of school relationships, bringing together partners to ensure the musical offer is as rich and diverse as possible.

The role is one of a team of five area managers, each supported by an area administrator. The post holder will work across all areas of Kent Music and thus will need to be able to work collaboratively as well as manage a complex workload. The ability to take the initiative, work independently, communicate across teams, and effectively line manage the area administrator(s) will be essential to the success of the role.

The post holder will line manage an area administrator who is responsible for registering students for tuition and music centre membership, and any non-teaching staff required for the running of the music centres in their districts

## **3 Job Description**

- 3.1 Work with colleagues and partners to develop a strategy and action plan for the geographical area covered by the post that considers the demographic and assesses the needs of people in the area including the voice of young people
- 3.2 Manage the registering of instrumental and vocal tuition in the area, overseeing the area administrator and/or lead area administrator who has responsibility for setting up tuition timetables and liaising with the tuition manager to ensure that teacher timetables are full
- 3.3 Manage the registration of students to music centre ensembles and choirs, overseeing the lead area administrator who has responsibility for registering students into ensembles
- 3.4 Work to targets for student numbers in the area and report progress regularly to the senior leader, tuition & ensembles
- 3.5 Manage activities taking place across the area including music centres, performances, projects, and programmes ensuring compliance with Kent Music's policies on safeguarding and health & safety. Ensure that activities reflect wider Kent Music priorities and strategies, particularly for inclusion and singing
- 3.6 Recruit and manage people working at music centres and engaged in performances, projects and other programmes including the implementation and delivery of performance management in line with Kent Music's procedures
- 3.7 Line manage and work with the area administrator and/or lead area administrator to plan work and delegate tasks in order to manage a complex workload. The area administrator role includes providing effective administration and a professional and high-quality customer service to the parents, schools, and Kent Music teachers

- 3.8 Work with the Music Hub team to develop a plan for supporting and including schools across the area
- 3.9 Develop networks of teachers, practitioners and other partners across the area and use these networks to help build inspiring music education provision for children and young people.
- 3.10 Work with partners and colleagues across Kent Music to ensure awareness of opportunities across the area as well as opportunities more widely across the county and further afield
- 3.11 Devise and manage budgets for activities taking place within the area; produce data and finance reports on all activities to report back to the senior leadership team and support the Music Hub data collection exercise required by Arts Council England and other funders
- 3.12 Evaluate projects and programmes to reflect on previous work and inform future activity.

#### 4 Person Specification

	Essential	Desirable
<b>Qualifications and training</b>		
Relevant level 6 qualification or substantial work experience	✓	
Qualification in music education		✓
Health and safety knowledge		✓
<b>Knowledge, skills, and experience</b>		
Experienced and demonstrably successful in devising and implementing strategies in a comparable context	✓	
Skilled at bringing together networks and developing partnerships to achieve positive strategic outcomes	✓	
Experience of leading and managing high quality and inspirational music education activities	✓	
Able to recognise and reflect upon good quality practice within music education	✓	
Experience of working with children and young people, and embedding their voice into strategies and plans	✓	
Experience of building instrumental & vocal tuition either in a school or music service/hub environment		✓
Experience of managing a music centre		✓
Understanding of the school system in England and experience of working with schools	✓	

Have high expectations of those you manage and able to support colleagues constructively to develop	✓	
Experience of managing budgets		✓
Knowledge and skill required to collect and present data	✓	
Excellent organisational skills with ability to manage time and workload; prioritising and delegating tasks effectively.	✓	
Good attention to detail.	✓	
Excellent verbal and written communication skills.	✓	
Able to be resourceful and proactive when dealing with pressing issues.	✓	
Able to work either self-sufficiently or collaboratively as necessary.	✓	
Proficient in Microsoft Office applications (especially Outlook, Word, and Excel), and able to learn other platforms as required.	✓	
<b>Kent Music attributes</b>		
Knowledge and experience of safeguarding and GDPR processes		✓
Commitment to equality, diversity & inclusion, and youth voice	✓	
Experience of working in the arts and/or charity sector		✓

### Safer Recruitment Statement

Kent Music is committed to the safeguarding of all its learners and staff. Safeguarding is a priority, with arrangements in place to ensure learners feel and are safe during Kent Music activities.

The learner experience and individual achievement are paramount, and safeguarding initiatives are developed to impact positively upon this. Kent Music ensures safeguarding legislation and guidance are adhered to, and taken into account when developing and revising policies, procedures, and associated arrangements. Health and Safety arrangements are in place to ensure adherence to current legislation and guidance.

Applicants will be subject to recruitment and selection procedures designed to emphasise Kent Music's commitment to the safeguarding of its learners and staff. The procedures include questioning at interview stage, verification of appropriate qualifications, acquiring references, and necessary safety checks.

Kent Music has a 'Designated Safeguarding Lead' responsible for child protection, supporting staff in carrying out their safeguarding duties, and working closely with other services. Kent Music has appropriate policies and procedures in place to deal effectively with child protection and safeguarding issues, together with recording and monitoring processes.

It is a condition of employment that all staff are trained to a level appropriate to their safeguarding responsibilities. Kent Music's trustees, Senior Leadership Team, and the safeguarding working group will continue to keep abreast of developments in this area and implement arrangements to continually improve the safety and awareness of its learners, staff, and volunteers.

### **Diversity and Inclusion Statement**

Kent Music values diversity and particularly welcomes applications from under-represented groups of the community.

To address barriers, we will consider reasonable adjustments and access requirements throughout the application and interview process. Please alert us about anything we can do to make your application and interview process as accessible as possible.