



School Projects Support Manager

Job Description and Person Specification

Location:	Kent Music Head Office, Javelin Way, Ashford, TN24 8FN
Line Manager:	Senior Leader, Music Hub
Working Hours:	Part time, 15 hours per week
Contract:	Fixed term (10 months)
Salary:	£34,200 pro rata, plus a workplace pension auto-enrolment contribution from Kent Music of up to 3% of salary. (Subject to meeting minimum requirements)
Annual Leave:	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 lead partner for the Music Hub for Kent. The organisation is driven by a core belief that music changes lives.

It does this through the provision of instrumental & vocal tuition in schools, music groups and centres in local areas, community music programmes, Orchestra ONE and advanced level programmes such as the County Youth Orchestra, Choir, and Wind Orchestra, and the annual Kent Music Summer School.

As the lead partner for the Music Hub, Kent Music works closely with partners and schools to co-ordinate and deliver high quality professional development for all music practitioners across Kent; support schools to develop and embed a culture of the arts; be an innovative leader that facilitates and provides inclusive and accessible music making for all children and young people.

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

The current business plan for the organisation has three central aims:

1. To provide access to instrumental and vocal teaching across Kent.
2. To provide access to a broad range of out-of-school music activities across Kent.
3. To create the conditions where music thrives in schools in Kent.

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

2 About the Role

This role was created in response to increased demand for Kent Music's school support services. The postholder will work within the hub team supporting a portfolio of schools with curriculum design, staff training and the upskilling of non-specialist music teachers.

The post holder will work across teams at Kent Music, in particular with area managers and administrators. The ability to take initiative, work independently and communicate across teams will be essential to the success of the role.

3 Job Description

- 3.1 Deliver support to schools as part of Kent Music’s School Engagement Strategy. This includes being allocated a number of schools to support across the academic year, delivering music education consultancy on curriculum design for all school types.
- 3.2 Train and upskill school staff within the allocation of schools, in a range of curriculum areas in line with the agreed strategy.
- 3.3 Support the Music Hub team at CPD events and training sessions, with administration, practical duties, planning, and communications.
- 3.4 Provide insights from experiences, and feedback from schools to the School Support and Development Manager in order to support further development of school support strategies.
- 3.5 Build professional relationships and effective methods of communication with schools and collaborative partners.
- 3.6 Show a commitment to professional development and keeping up to date with trends in music education.

4 Person Specification

	Essential	Desirable
Qualifications and training		
Educated to degree level.	✓	
Post graduate Certificate in Education /Qualified Teacher Status (QTS) or equivalent	✓	
Qualification in music education.		✓
Demonstrable commitment to continuous personal development	✓	
Knowledge, skills, and experience		
An understanding of the remit and work of music hubs.	✓	
Experience of classroom teaching at primary and/or secondary level.	✓	

Able to demonstrate an understanding of the national curriculum at all key stages.	✓	
Experience of designing and delivering professional development programmes for classroom teachers.	✓	
Excellent communication skills, able to work with teams across Kent Music and at all levels within schools.	✓	
Evidence of meticulous planning and research skills and attention to detail.	✓	
An understanding of how singing can benefit a whole school and the strategies required to achieve this.	✓	
Proficient in Microsoft Office applications (especially Outlook, Word, and Excel), and able to learn other platforms as required.	✓	
Kent Music attributes		
Able and willing to work flexibly across the organisation	✓	
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.