



Your job

Job Title: Assistant Head of Service – Instrumental

Service: Wigan Music Service (Children, Adults and Families)

Grade: Soulbury 5-8 +SPA points (£45,857 - £49,878 +SPA points) Pro rata

Reporting to: Head of Music Service

As a key member of the Music Service leadership team, you will manage and deliver aspects of instrumental music education relating to the NPME2, the priorities of the Greater Manchester Music Hub and the local priorities of Wigan Music Service.

You will take a strategic role which will feed into a busy programme of regular ensemble rehearsals, graded music exams, workshops, tours, festivals and large-scale performances within and beyond the borough for young musicians at all stages of their musical development. Working with other members of the leadership team and business support staff, you will make a significant contribution to the management and coordination of day-to-day instrumental teaching across approximately 120 schools in the borough.

Using your experience as a manager, organiser, musician and teacher, you will place sustaining and developing the quality and frequency of children's instrumental music at all Key Stages at the centre of your work. You will achieve outstanding results through your own inspirational delivery to pupils and through your empowerment of highly skilled freelancers engaged by the service.

You will contribute to the Music Service ensemble programme through the development of ensembles for beginner through to advanced level and

you will take shared responsibility for the management and or leadership of a large senior ensemble (e.g. Youth Orchestra / Band). You will embrace and have awareness and skills in a wide range of styles, genres and approaches to music and music education as you work within a creative team to develop and maintain provision which inspires equality, diversity and inclusion in the work we do for our schools and our community.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will:

In the next 12 months, you will:

- Contribute and eventually take a leading role in the coordination of instrumental music tuition across the borough both in and outside of schools.
- Lead on elements of the substantial music centre ensemble programme taking place across the borough.
- Learn and develop existing processes relating to graded music exam organisation and administration.
- Co- manage a number of annual short-term projects including 'Music Alive' week, our programme of summer ensemble courses, our introductory 'schools orchestra' and our gifted and talented provision for WCET pupils.

On an ongoing basis you will:

- Collaborate with the Music Service Leadership Team to ensure the delivery of high-quality instrumental provision and support which is in line with the NPME(2), GM Music Hub priorities and local planning.
- Collaborate across Greater Manchester through GM Music Hub forums and project initiatives.
- Work with freelance music leaders to enable capacity expansion and ensure quality of delivery within the parameters of freelancer engagement good practice.
- Monitor ensemble membership levels and balance of instrumentation, responding to recruitment needs and constantly being mindful of the progression of individual pupils as opportunities arise.

- Have a shared oversight of the complex and time sensitive admin and management processes relating to the promotion, booking and timetabling of instrumental lessons in schools and at music centre as well as WCET.
- Ensure all resources and opportunities are inclusive and needs of diverse participants are met.
- Serve as duty manager at evening / out of hours activities being the main point of contact for parents and children involved in our ensemble work. This includes being responsible for safeguarding concerns and the wellbeing of participants.
- Ensure Health and Safety compliance through meaningful risk assessment of events.
- Evaluate feedback with the Head of Music Service to ensure excellent customer service and maximum impact
- Represent Wigan Music Service at relevant events and on forums relating to instrumental music development.
- With the support of the Music Service business manager, undertake financial management of projects, managing budgets, monitoring costs, producing accurate forecasting, maintaining accurate records, raising purchase orders and processing transactions.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Qualified Teacher Status (QTS)
- A graduate level qualification, most likely in Music.
- Outstanding musicianship as an instrumentalist, ensemble leader and instrumental teacher
- The ability to work independently and use initiative
- Strong leadership skills with proven ability to influence, act decisively and problem solve
- A proven track record in delivering flagship music education provision
- An up to date working knowledge of national educational policy in relation to music education including the National Plan for Music Education 'The Power of Music to Change Lives' (2022).
- Excellent project management skills with strong organisational, administrative and time management skills and proven ability to work on several projects simultaneously
- A proven track record in organising and leading large-scale educational music performances.

- Excellent written and verbal communication skills enabling successful relationships with all service users
- Awareness and understanding of Safeguarding, EDI and GDPR good practice and procedures.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”