



JOB DESCRIPTION



Job Title	Lead for popular/jazz/improvised music
Department	Music Education Islington / GYA
Grade	E
Location	Guildhall School of Music & Drama
Responsible to	Music Education Islington Manager
Responsible for	N/A

Purpose of Post

The work of the Lead for popular/jazz/improvised music will link into the provision in all areas of Music Education Islington (MEI).

The postholder will lead on the development and delivery of out of school activities for young people in popular/improvised music and jazz, develop progression routes, pedagogy and a learning framework/ curriculum that is inclusive and takes into account the diverse backgrounds and knowledge base of students.

The postholder will develop a team adaptable to the needs and interests of students, by seeking out performance opportunities, preparing students for exams, performances and auditions where appropriate, and in the provision of guidance for next steps in progression.

The postholder will also support the network of MEI tutors through training within their areas of expertise and is expected to attend training relevant to the post and stay informed of developments in the music culture and industry.

Main Duties & Responsibilities

To lead on the development and delivery of out of school activities for young people in popular/improvised music and jazz by undertaking the following:-

1. Develop, plan and manage a range of engaging and educational after school activities covering popular/jazz/improvised music.
2. Lead on the teaching of popular/jazz/improvised music for individuals and small groups.
3. Develop, plan and manage events and projects in connection with the teaching, performance and enjoyment of popular/jazz/improvised music.

4. Devise a costed business plan which works towards sustainability and growth through additional funding and sponsorship.
5. Ensure all teaching is of the highest level, designing and managing learning frameworks and curriculum in liaison with MEI Manager.
6. Select and arrange music for performances appropriate to the abilities of students.
7. Monitor and observe tuition and progress, providing feedback and guidance for development and improvement as appropriate.
8. Contribute to the development of all areas of work within Music Education Islington, and in-school support, working collaboratively with colleagues in school and out of school, as well with arts professionals from partner organisations.
9. In liaison with MEI Manager, recruit staff in line with the CoL and Guildhall School Recruitment Policies.
10. Mentor scholars applying for bursaries / scholarships and assist with relevant processes as appropriate.
11. Contribute to the development and delivery of training opportunities and ongoing CPD offers for MEI teaching staff and school music teachers.
12. Commit to working towards diversifying our offer and staff.
13. 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.
14. To undertake any other duties that may reasonably be requested appropriate to the grade



PERSON SPECIFICATION



Job Title	Lead for popular/jazz/improvised music
Department	Music Education Islington / GYA
Grade	E

Please find below the key skills and core behaviours required to undertake this post.

Technical Skills / Professional Qualifications / Relevant Education and Training and other Skills and Experience Required

Technical Skills/knowledge

- Demonstrably wide knowledge of musical styles and genres
- Detailed knowledge of popular, jazz and improvised music genres and current developments in music culture and industry
- Good knowledge of UK music curriculum and learning frameworks.
- Understanding of benefits of different ways of learning music
- Possess a portfolio of arrangements / compositions suitable for teaching and performance at different levels of musical ability.
- Ability to lead on the teaching of popular, jazz and music improvisation to students at all ages and levels of ability in accordance with music curriculum and relevant frameworks.
- Understanding of the barriers that young people may face to making music
- Understanding of how learning music supports personal and social development
- Understanding of what motivates young people to learn
- Experience of rising to a challenge, and knowledge of when and how to seek support
- An interest to deliver a child-centred learning experience which values and responds to the needs and interests of individuals, within and beyond your musical specialism
- Ability to plan and manage high quality educational music projects and events for a range of abilities.

- Skills and ability to contribute to the development and improvement of wider music provision in Music Education Islington.
- Excellent oral communication skills with the ability to successfully motivate, inspire, engage with and teach students with a range of abilities from diverse backgrounds and to maintain good relationships with parents/carers.
- Excellent written communication skills in order to develop curriculum, learning frameworks and plan and deliver educational projects and events.
- Ability to work collaboratively with the wider team in MIE and partner organisations, teaching staff and music professionals.
- Ability to manage a budget
- Ability to prioritise and manage own workload to meet deadlines.

Experience

- Extensive experience of teaching music to individuals as well as groups to include young people at various skill levels.
- Possess a wide range of music performance experience with different and diverse audiences.
- Extensive experience in educational project/activity planning, costing and managing.

Other Relevant Information eg. working hours (if applicable)

2 days per week, 1 academic year initially

Recruitment – Note to Applicants

These key skills and core behaviours 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). It is essential you address each of these on the application form on the section for supporting information.

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



Job Title: Lead for popular/jazz/improvised music

Department: Guildhall School of Music & Drama

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 £16,300 - £18,460 p.a (FTE £40,750 - £46,150 p.a) inclusive of London Weighting depending on experience/performance. 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.

New appointees will normally be placed on the bottom of the pay scale.

Contract

The job is offered on a 12 month fixed term contract basis.

Hours of Work

Normal office hours are 14 hours per week, excluding lunch breaks, Monday to Friday but the postholder 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 11th of each month.

Annual Leave

There is a minimum entitlement of 28 days annual holiday plus Bank Holidays (to be pro-rata to 14 hours per week) 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 if you have a contract of employment for more than 3 months. 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 month 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

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.



The Guildhall School of Music & Drama

Selected as one of the top ten institutions for performing arts in the world (QS World University Rankings 2016) and the top-rated conservatoire in the Guardian University Guide 2017 league table for Music, the Guildhall School is one of the world's leading conservatoires and drama schools, offering inspiring undergraduate and postgraduate training in the performing arts. A thriving Junior Guildhall, the recent addition of the Centre for Young Musicians, a Creative Learning outreach division and a range of summer schools and short courses further complement the outstanding opportunities available.

Since its founding in 1880, the Guildhall School has stood as a vibrant showcase of the City of London Corporation's commitment to education and the arts. Situated in the heart of the City, the School moved to its present premises in the Barbican in 1977, solidifying a unique performance and learning partnership with Europe's largest arts and conference venue, the Barbican Centre, and its resident orchestra, the world-class London Symphony Orchestra. The School has also developed partnerships with three other key organisations - the BBC Symphony Orchestra, the Royal Opera House and the Academy of Ancient Music - organisations that contribute significantly to our programmes of study and provide Guildhall students with many exciting opportunities.

The reputation of the teaching and increasingly the research across all the disciplines in the School is unrivalled. Students experience working in a professional context to professional standards, drawing on a pool of outstanding world-renowned artists who work with us as directors, conductors, coaches and tutors. Our graduates consistently succeed at the highest levels of their chosen profession.

The School has just over 900 students on its roll call, approximately 750 of whom are Music students and 180 in Acting and Technical Theatre. We welcome applications from across the globe: in any given year, about 40% of our students are from outside the UK, typically representing over 50 nationalities. And we enrol students from all backgrounds, offering over £2 million in scholarships each year.

In autumn 2013, the most significant investment in the Guildhall School for 36 years was unveiled: the £90 million redevelopment of our neighbouring Milton Court site. This state-of-the-art building, an addition to our existing Silk Street facilities, houses three new performance spaces: a world-class concert hall (608 seats), theatre (223 seats) and studio theatre (up to 128 seats), as well as high quality teaching and administration spaces. With the opening of Milton Court, the Guildhall School's facilities at long last match the outstanding quality of our training and the success of our graduates.