

HEAD OF EARLY YEARS JOB DESCRIPTION

Required for September 2018

This role is a key position within Berkshire Maestros and is integral in enabling the organisation achieve its long-term Strategic Plan. It is expected that the successful candidate will build on our current good practice and draw on the strengths of existing colleagues to raise the profile of Early Years' musical activity significantly and to increase participation across the county. The new post-holder will play a significant role in leading on this exciting work and will require a combination of strong musical leadership and determined promotion and marketing. Maestros is increasingly being regarded as a source of expertise, guidance and support for music education as well as the preferred provider in the majority of settings. This post requires that Early Years music continues to grow and be at the forefront of our core provision and there are some wonderful opportunities ahead. A competitive salary is available and the position would suit either a qualified classroom teacher with good music specialism or an inspirational musician who works regularly with young children in a range of settings – see the person specification for more details.

The Business

Maestros is a charitable trust and the lead organisation of the Berkshire Music Education Hub (BMEH). Each week during the academic year, Maestros provides high quality music education opportunities for children and young people (CYP) across Berkshire. Nearly 6,000 students receive instrumental and vocal lessons in schools or at one of the numerous music centres located across the county. Maestros also provides opportunities for students to participate in a variety of orchestras, bands and choirs ranging from beginner to advanced groups and offers a comprehensive range of musical services to all ages, including Early Years and adults. Maestros aims to ensure that a wide variety of musical opportunities is available to children, members of the wider community and music practitioners across the sector.

Some aspects of the hub's provision are externally funded (e.g. through the annual DfE grant), enhanced further by contributions from parents, charitable trusts, commercial sponsorship, fund raising and from support from voluntary and community organisations. Maestros serves the five Unitary Authorities of Reading, West Berkshire, Wokingham, Bracknell Forest and the Royal Borough of Windsor and Maidenhead.

Vision

All children and young people in Berkshire will experience an inspirational, high quality musical education.

Primary Job Purpose

To lead the development of Maestros' Early Years Foundation Stage Music Programmes in order to deliver high quality learning experiences to children from birth to seven years (including KSI), in a range of settings across Berkshire.

Accountable to: the CEO, reporting to the Director of Strategic Hub Development

Principal Responsibilities:

1. Plan and deliver a range of inspirational and sustainable musical activities which will be a foundation for life-long engagement in music-making
2. Provide high quality, accessible and relevant musical activity at, for example, music centres, nurseries, schools, children's centres, playgroups, libraries and/or other appropriate venues and informal settings
3. Lead the pedagogical development of all teachers engaged in the planning and delivery of Early Years sessions
4. Ensure the musical progress of all pupils within the Early Years department
5. Assist with the formulation, delivery, communication and monitoring of the Hub and Maestros strategic plans, supporting, implementing and driving forward the Berkshire Maestros 2022 strategy;
6. Line manage, lead, mentor and motivate a team of assigned staff

7. Share and be committed to Berkshire Maestros Core Values and modelling the overarching leadership competencies in all areas of work
8. Maintain an appropriate teaching timetable as agreed with SMT, revised from time to time as appropriate and depending on the needs of the business
9. Undertake any other duties commensurate with the post that may be assigned by the CEO

The post-holder will liaise closely with the Leadership Team and instrumental/vocal teachers to build a team of people who can deliver high quality Early Years music education; and will lead training and CPD to create a network of skilled practitioners, significantly enhancing the profile and importance of Early Years music and partnerships across the county.

KEY REQUIREMENTS

The post-holder must:

- Have a vision for the future of EY music education within Maestros, sharing it with colleagues and partners and promoting EY activity across the hub
- Be an inspirational musician and outstanding teacher, enthusiastic about making music with young children
- Have experience of leading learning in Early Years' settings, with a proven track record of success
- Understand how children learn and develop basic musical skills, including those with additional needs
- Be able to put singing at the heart of their work, possessing appropriate vocal capabilities and confidence with instrumental skills as appropriate
- Be open-minded, flexible and adaptable in their attitude to working with all ages so as to engage young children and develop their love of music-making
- Have a good knowledge of suitable and stimulating repertoire that inspires children, and possess the passion to make music engaging and fun
- Be rigorous about encouraging participation, creating a learning atmosphere that produces confidence and personal growth
- Know about the latest EYFS framework so that the music programme meets its requirements and contributes to its application by stakeholders (e.g. Nursery and Reception classes); good awareness of EY practices both in the UK and overseas
- Create, implement and regularly update an engaging, Kodaly and Dalcroze based musical programme of learning, ensuring relevance to, and accessibility by, young children and parents.
- Create an educational and musical programme of professional development training for new (internal and external, including school teachers) and existing Early Years teachers at all levels.
- Build a team of teachers, and network with others who can work collaboratively to deliver a high-quality Early Years' music programme
- Raise awareness of the value and importance of Early Years music experiences for all Maestros' colleagues through CPD, workshops and conferences/seminars
- Continue to shape and develop 'Mini Maestros' activities in local music centres creating viable and sustainable opportunities to combine Early Years music with choirs and instrument lessons
- In consultation with the Finance Manager and Senior Management team, formulate and manage a budget to ensure the Early Years' Programmes are cost effective and income generating
- Promote the music programmes to formal Early Years education settings (nursery, reception, children's centre, infant schools) and oversee delivery, supporting colleagues and monitoring quality
- Promote and help to establish Early Years' music activity in less formal settings (e.g. community, playgroups, home education groups)
- Possess excellent communication skills and be able to develop good relationships with young children, colleagues, parents and external partners; be organised and able to manage time and workload effectively
- Be forward looking, with a proactive and positive attitude
- Have a collegiate approach to working within a matrix structure and be genuinely committed to collaborative hub working
- Interview new EY teachers and observe all teachers within the department; providing feedback and routes of development as part of the performance management process
- Show flexibility in all aspects of work including evenings, weekends and some holiday periods where appropriate
- Have the ability to travel widely across the area, and county when required – full driving license and a car is essential

Benefits include:

- Competitive remuneration dependent on skills, experience and qualifications starting from £28k FTE
- This is a full-time contracted position although a part-time or job share position may be available for the right candidate/s
- Car allowance
- Travel expenses
- Pension
- Appropriate phone/media device/allowance
- Large team of professional and collegiate staff
- Access to a comprehensive range of specialist instruments
- Dedicated leadership time as part of contracted hours
- Opportunities to work with external professionals and specialists

BERKSHIRE MAESTROS CORE VALUES

- Ambition and access for every child and young person
- Excellence in practice
- Commitment to our partnerships and community working
- Respect, professionalism and investment in our colleagues
- Effective and evolving communication
- Positive and proactive approach
- Determination to drive continuous improvement and embrace change

Berkshire Maestros is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to an Enhanced Disclosure and Barring Service (DBS) check. Berkshire Maestros takes the responsibility of child protection very seriously and checks the suitability of staff and volunteers to work with children. Berkshire Maestros is an equal opportunities employer.