

## **HEAD OF GUITAR JOB DESCRIPTION**

This role is a key position within the Middle Leadership Team of Berkshire Maestros and is integral in enabling the organisation achieve its long-term Strategic Plan. The role is diverse, challenging and rewarding, providing inspirational leadership and direction within the guitar department.

### **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, fundraising 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 ensure the ongoing success of the Curricular Area by leading the provision of inspirational and high quality musical lessons for all children and young people (CYP), be responsible for the highest quality and content of teaching, ensuring pupil learning and progress and developing curricular staff and through leading continuous improvement

Maestros' primary customers and target markets are parents, children, schools, wider community music groups and Early Years groups.

**Accountable to:** the CEO, reporting to the Director of Educational Development

### **Principal Responsibilities:**

- I. Be responsible for all aspects of teaching and learning within the curricular area, leading improvement and ensuring high quality
  - a. Reviewing and developing the provision of all curricular related activities across the county, ensuring that the musical and educational quality and content is accessible and relevant to all CYP (including individual, small group, WCIT and BuyIn lessons; ensembles (including county group/s) workshops, courses and projects etc)
  - b. Being responsible for the high musical quality and educational content of all curricular related activities as above ensuring effective auditioning and placement of students, auditioning and/or deployment of musical directors as agreed with SMT
  - c. Advising and supporting on the appropriate provision, content and delivery for Gifted and Talented (G & T) pupils within the curricular area, liaising with relevant colleagues and leading as required
  - d. Monitoring the musical progress of all pupils within curricular area, measuring and maximising the quality of musical learning and progress of all pupils, ensuring accurate methods of progress monitoring
  - e. Working closely with relevant colleagues to create, develop and sustain a range of appropriate musical and performing opportunities relevant to the needs of all CYP within the curricular area, including cross-instrument/curricular opportunities

- f. Creating, implementing and regularly updating an engaging skills-based musical programme of learning for all disciplines, ensuring that teaching and learning resources are up to date, relevant to all CYP and used confidently and competently by teachers
2. Manage the ongoing professional performance and development of staff within the curricular area
    - a. Line managing an agreed number of colleagues ensuring compliance with Maestros policies and procedures
    - b. Dealing with complaints and quality assurance within the curricular area relating to the quality and/or content of teaching and learning
    - c. Observing all teachers within curricular department on a regular basis, providing feedback to teachers and other line managers as part of the performance management process
    - d. Pedagogical development of all teachers within the curricular area, delivering specific CPD ensuring that all teachers' pedagogical understanding is kept up-to-date and being used musically in lessons
  4. Advise on and support the effective recruitment and retention of staff within the curricular area liaising with relevant colleagues as appropriate
    - a. Interviewing and appointing specialist curricular staff, deploying appropriately as required by SMT
    - b. Monitoring teaching staff capacity and utilisation, clearing pupil waiting lists and liaising with regional colleagues to ensure appropriate staffing is in place/planned
    - c. Ensure SMT are appropriately informed about potential teacher vacancies and future staffing needs within the curricular area to aid recruitment planning
  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; ensuring all curricular staff understand the objectives and the responsibility they have in helping to achieve these
  6. Ensure effective communication and publicity of all relevant curricular information to colleagues, be the face of Maestros as required, including (but not limited to) concerts, meetings (internal and external)
  7. Maintain a strategic overview of the resourcing requirements of the curricular area including both instruments and music
  8. Share and be committed to Berkshire Maestros Core Values and modelling the overarching leadership competencies in all areas of work
  9. Maintaining an appropriate teaching timetable as agreed with SMT, revised from time to time as appropriate and depending on the needs of the business
  10. Undertake any other duties commensurate with the post that may be assigned by the CEO in consultation with the post holder

## **PERSONAL SPECIFICATION/CANDIDATE PROFILE**

### **The post-holder must:**

- possess at least an initial music degree (or equivalent qualification)
- demonstrate personal instrument/vocal expertise with performance ability on one or more instruments
- demonstrate proven previous leadership experience (from within a school or music hub environment) with either the experience of change management or the ability to succeed in this area
- have experience of leading a team of people and of developing teaching in others
- be a proven 'outstanding' teacher with the ability to inspire and enthuse children and young people
- have substantial recent and relevant teaching experience, including successful group teaching and whole class instrumental teaching (WCIT) where relevant, with up-to-date knowledge and understanding of recent developments, initiatives and issues in music education
- have demonstrable experience in coaching and conducting ensembles, sectionals and chamber groups
- have the ability to monitor and continually refresh teaching methodology, resources and programmes of learning within the curricular area
- have an excellent knowledge and understanding of how Music Education Hubs contribute to the overall national music education picture
- be genuinely committed to hub and partnership working
- have the vision, drive and determination to expand and increase curricular provision across the county
- be forward looking, enthusiastic and innovative with a proactive and positive attitude
- have a collegiate approach to working within a matrix structure
- demonstrate excellent organisational, administrative and communication skills

- possess excellent inter-personal skills, able to work with a range of stakeholders - professional artists, students, parents, schools and colleagues
- show flexibility in all aspects of work including evenings, weekends and some holiday periods
- 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 £32k FTE
- This is expected to be a full-time contracted position
- Car allowance
- Travel expenses
- Pension (TPA)
- 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.