

Ensembles & Tuition Leader

Job Description

Our vision is a borough where music resonates along the corridors of every school and echoes throughout the community. A place of aspiration where every child has the opportunity to find their first notes, make progress and flourish as a young musician. The Ensembles & Tuition Leader is responsible for the development of the charity's programme of Music Centre ensembles and supporting the operational management of its instrumental teaching programme, ensuring high levels of engagement via multiple points of entry and robust, clearly signposted routes for progression.

Job Title:	Ensembles and Tuition Leader
Hours:	Full Time (a part-time, 0.8, role would also be considered)
Reporting to:	Operations Director
Responsible for:	Line management of stewards / office assistants (x3)
Location:	Working from Merton Music Foundation Main Office (Merton Abbey Primary School, High Path, SW19 2JY); across schools and centres in the London Borough of Merton; and remotely, by arrangement.
Salary:	£35,000

Job Purpose

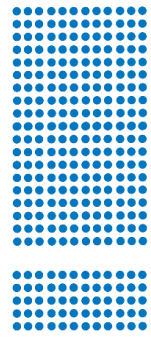
- 1) To provide a high level of instrumental leadership and specialism within the Foundation's Middle Leadership Team.
- 2) To drive the evolution of the Foundation's busy ensemble membership programme, ensuring quality, progression and access across the provision.
- 3) To be the Foundation's 'Concert Manager', coordinating its busy rota of concerts and events and ensuring that all practical, operational and legislative requirements have been met.
- 4) To oversee the continued development of the Foundation's instrumental examinations and accreditations programme, ensuring a varied modern offer with multiple points of access enabling pupils from all musical backgrounds to flourish.
- 5) To support the management of the Foundation's inclusive instrumental teaching programme in schools and music centres.

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Main Duties and Responsibilities of the Post

- 1) To provide a high level of instrumental leadership and specialism within the Foundation's Middle Leadership Team.
 - Model best instrumental and teaching practice in your area of specialism
 - Provide support to instrumental teaching staff, drawing on extensive knowledge of relevant syllabi, exams and accreditation routes and pedagogical approaches
 - Support the continued development of and recruitment to your own and other endangered instrumental specialisms across the Foundation's programme of activity
 - To provide musical support as required to the Foundation's ensembles when performing in concerts and events
 - To support/lead a music centre ensemble, subject to requirements and the skillset of the successful candidate

- 2) To drive the evolution of the Foundation's busy ensemble membership programme, ensuring quality, progression and access across the provision.
 - To coordinate and chair the Foundation's Music Centre Working Group meetings
 - To actively devise and support efforts to recruit new players into the Foundation's ensembles
 - To support the Senior Leadership Team in regularly reviewing the ensemble offer and progression routes for each instrumental area, ensuring a broad and progressive offer for players of all instrumental families, including both traditional and contemporary styles
 - To monitor the quality and development of ensembles and provide guidance and support to ensemble leaders as required
 - To oversee the Foundation's Sheet Music Budget and procurement of new repertoire from a diverse range of composers / arrangers
 - To work to ensure all MMF ensembles are inclusive, with processes in place to remove barriers to participation and support access for learners of all backgrounds and needs

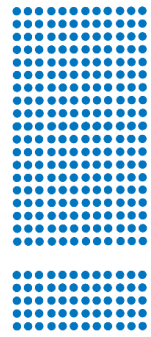


- 3) To be the Foundation's 'Concert Manager', coordinating its busy rota of concerts and events and ensuring that all practical, operational and legislative requirements have been met.
 - To ensure parents, tutors and MMF staff are kept informed of concert arrangements via email and the Foundation's website in plenty of time
 - To support the Senior and Middle Leadership Teams in implementing the Foundation's concerts and events booking process, ensuring that all practical considerations have been observed such as venue hire agreements, tutor pay arrangements, equipment lists etc.
 - To produce Body of Person Approval requests and Child License applications for events in line with the necessary time frames, as required
 - To liaise with ensemble leaders regarding repertoire and other musical considerations in advance of and during concerts/events
 - To support the smooth running of concerts and events including set up and pack down, pupil supervision and general coordination of proceedings, in line with all necessary health and safety requirements.

- 4) To oversee the continued development of the Foundation's instrumental examinations and accreditations programme, ensuring a varied modern offer with multiple points of access enabling pupils from all musical backgrounds to flourish.
 - To support the Music Centres and Operations Leader in the practicalities of arranging regular private visit ABRSM exams at the Foundation's South Wimbledon location
 - To oversee the development of the Foundation's new Music Medals offer within its teaching workforce
 - To encourage take up of the Foundation's Trinity ACMD inclusive exam offer amongst its tutor workforce and participants
 - To explore possible expansion of the exam offer to include other routes, such as Trinity College London exams

- 5) To support the management of the Foundation's inclusive instrumental teaching programme in schools and music centres
 - Support the Operations Director in tracking teaching capacity and vacancies and the ongoing process of recruitment of teaching staff to address need
 - Liaise with schools and centre managers regarding room capacity and parental demand to develop new teaching registers in venues where space allows





- To actively address areas of low take up, particularly for endangered instruments, through promotional projects, events, offers and other initiatives
- To complete regular observations of instrumental/vocal teaching in line with the Foundation's Quality Assurance process

General Duties and Responsibilities

- To ensure the safety and well being of the young people that Merton Music Foundation engages through adhering to the Foundation's Safeguarding policy and procedures at all times.
- To attend regular team planning meetings,
- To co-operate with MMF in complying with relevant health and safety legislation, policies, and procedures in the performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the Foundation's Equal Opportunities policy.
- To maintain confidentiality and observe data protection requirements where appropriate.
- To undertake any other reasonable duties as may be required by the Chief Executive commensurate with the general duties and grading of the post.

What We Can Offer You

- A supportive, collegiate organisational culture within a high-purpose working environment, with multiple opportunities to further your own continuous professional learning journey.
- Leadership opportunities within an ambitious and forward-thinking independent charity.
- Subsidised lesson / membership fees for MMF staff and their dependents.
- Access to the cycle to work scheme.
- Flexible working arrangements, including the opportunity to co-create your weekly timetable and ability to work remotely as appropriate via a robust cloud-based ICT system.



Person Specification

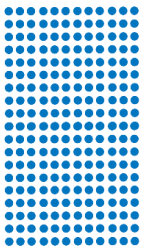
The ideal candidate will have:

- A very high level of proficiency in their area of musical specialism (all specialisms will be considered, but we are particularly interested in hearing from woodwind, brass or piano players and/or people with experience of facilitating SEND music-making).
- Enthusiasm and joy for music education and experience of teaching instrumental music lessons to young people from a wide variety of ages and backgrounds.
- Experience of facilitating ensemble learning in schools, hubs, or youth settings with young people.
- Effective oral and written communication skills.
- The ability to build engaging and meaningful relationships
- An understanding of inclusion and its importance in music education and the workplace.
- The ability to compose/arrange music for varied ensembles, including proficiency in relevant score-writing software (e.g. Dorico / Sibelius)
- A commitment to reflective practice and ongoing professional development.
- The ability to work independently, self-accountably and to a deadline
- The ability to plan strategically and analyse data to inform an approach
- Curiosity to imagine new solutions to challenges, open to new ways of working
- The ability to work flexibly, responsively, and calmly under pressure.
- Confident IT skills and the ability to adopt new software and programmes.
- The ability to work flexibility during the week, including weekends and evenings, travelling between multiple locations when needed.
- A full UK driving license is highly desirable



Knowledge and Understanding

- Good understanding of what constitutes quality in instrumental teaching and learning.
- A solid grasp of the progression of musical skills, knowledge and understanding and how children develop these skills through their education.
- Awareness of the broader trends in music education and knowledge of statutory National Curriculum requirements in music.
- Awareness of digital technology and how it can be harnessed to solve strategic and organisational challenges.
- A secure understanding of relevant Safeguarding policy and procedure.



How To Apply

We warmly invite all applicants to an informal discussion about this role with our Chief Executive, David, before making an application.

Please contact him directly to arrange a call: ceo@mmf.org.uk

Submitting Your Application

Please take care to complete all sections of your application and to refer in detail to this Job Description and Person Specification. You will need to submit the following documents:

- **Your Completed Application form**
- **Your Anonymous Self-Identification Form**

NB: To ensure a fair and unbiased process, all Application Forms will be anonymised before being submitted to the selection panel.

This role is exempt from the Rehabilitation of Offenders Act 1974. Offers of work are subject to an Enhanced Disclosure and Barring Service and other vetting checks.

Download the Forms

www.mmf.org.uk/current-vacancies

Apply To:

jobs@mmf.org.uk

We warmly welcome applications from people of all backgrounds, especially those from historically underrepresented groups. If you require any additional support or require accommodations to be made to complete your application, please contact us using the email address above.

Deadline:

Midnight, Sunday 26 January 2025

Interviews:

5, 6 and 7 February 2025, by arrangement

This role is being advertised alongside our Community & Partnerships Leader vacancy, shortlisting will take place simultaneously with interviews for both roles scheduled over a three day period. Decision to appoint will be made for both roles after the final interview on Fri 7 Feb.

Start Date

Start date as soon as possible preferred, but flexible until April 2025.

