

Schools & Projects 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 Schools & Projects Leader supports co-curricular music provision across the schools in our borough through curriculum planning, training & CPD and delivering a vibrant programme of special projects and events.

Job Title:	Schools & Projects Leader
Hours:	Full Time (Part-Time, 0.8, and job-shares will be considered). Predominantly term-time working.
Salary:	£ 44,500
Reporting to:	Chief Executive
Responsible for:	String & In2Music Curriculum Leader
Seniority:	Senior Middle Leader / Deputy DSL
Location:	Working from Merton Music Foundation Main Office (SW19 2JY); schools and centres in LB of Merton; and remotely

Job Purpose:

- 1) To be first point of contact for school music leaders, maintaining the Foundation's strong positive relationships with all Merton maintained schools tracking and supporting co-curricular activity and engagement
- 2) To lead on the coordination and delivery of the Foundation's programme of special projects and events for Merton schools and fundraise for these activities through effective bid-writing
- 3) To oversee MMF's programme of school music curriculum development, including through delivery of CPD/training and management of the Foundation's Service Level Agreement with schools
- 4) To support delivery of the Foundation's in-school activities, including line-management of the In2Music Curriculum Leader (first-access programme), undertaking regular observations of learning & teaching
- 5) Be a Deputy Designated Safeguarding Lead within the Safeguarding Team



Main Duties and Responsibilities of the Post

- 1) To be first point of contact for school music leaders, maintaining the Foundation's strong positive relationships with all Merton maintained schools, tracking and supporting co-curricular activity and engagement
 - i. Maintain the Foundation's contact list of Merton school Music Coordinators and Heads of Department, sending out regular curriculum and project updates via email digest
 - ii. Establish and sustain strong positive working relationships with all Merton school music leaders, regularly undertaking school visits and acting as first point of contact and supporting with curriculum, project and MMF activity queries
 - iii. Monitor school engagement with MMF activities to inform strategic planning and support, working closely with the SLT to provide relevant data for MMF's annual return as part of the Music Hub programme
 - iv. Track wider school music provision across the borough, including programmes of study and curricular approaches to enable targeted support and effective collaboration between schools

- 2) To lead on the coordination and delivery of the Foundation's programme of special projects and events for Merton schools and fundraise for these activities through effective bid-writing
 - i. To plan engaging, inspirational and ambitious special projects and events and make these accessible to all Merton schools, supporting the provision of a rich co-curricular offer for all Merton maintained schools
 - ii. To take a lead in applying for funding from local and national individuals, organisations, trusts and foundations to enable the delivery of special projects and events
 - iii. To be a regular visible presence in all Merton schools in the delivery and support of special projects and associated programmes of study & training
 - iv. To work closely with the Community & Partnerships Leader; engaging with local partner organisations in the co-development of, and fundraising for, special projects for Merton schools and MMF pupils





- v. To manage communications and logistics of schools' participation in the Foundation's large-scale events, including its biennial Royal Albert Hall concert
- 3) To oversee MMF's programme of school music curriculum development, including through delivery of CPD/training and management of the Foundation's Service Level Agreement with schools
- i. To be responsible for regularly reviewing MMF's Service Level Agreement (SLA) to schools to ensure it is fit for purpose and impactful in supporting co-curricular music provision across the borough
 - ii. To communicate with all schools about the SLA; manage sign-ups; oversee delivery of the Foundation's commitments, including ½ day workshop/CPD support; and handle school queries relating to the SLA
 - iii. Oversee the development of the Foundation's 'Moving Music Forward School' accreditation programme
 - iv. Coordinate and deliver termly Primary Music Coordinator Network meetings and Secondary Heads of Department peer group, providing regular CPD opportunities for Merton school staff
 - v. Coordinate the borough's network of Lead Schools for Music within the wider London Southwest Music Hub, liaising regularly with music leaders and co-designing a programme of support that meets need locally
 - vi. To regularly attend schools in order to deliver twilight and INSET training sessions as well as 1-1 support, mentoring and curriculum planning meetings



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- 4) To support delivery of the Foundation's in-school activities, including line-management of the In2Music Curriculum Leader (first-access programme), undertaking regular observations of learning & teaching and acting as Deputy Designated Safeguarding Leader
 - i. To be responsible for the line management of the String & In2Music Curriculum Leader, supporting them to coordinate medium-term planning across the Foundation's First Access and whole class teaching programme
 - ii. To support the Operations Director and Chief Executive in providing professional support and challenge to the Foundation's team of In2Music Tutors who deliver whole-class instrumental and general musicianship learning in Merton schools
 - iii. To conduct regular lesson observations of whole class and one-to-one instrumental and general musicianship tutors in Merton schools, in line with the Foundation's professional learning and quality assurance processes
 - iv. To liaise with school music leaders and administrators to help promote MMF peripatetic and whole class teaching and identify potential for increasing in-school capacity for provision

 - 5) Be a Deputy Designated Safeguarding Lead within the Safeguarding Team
 - i. To support the DSL in promoting the safeguarding and welfare of children and young people that access the Foundation's provision as a member of the Safeguarding Team, receiving safeguarding concerns/disclosures from staff & ensuring accurate recording
 - ii. To attend Safeguarding Team Meetings to regularly review case work, monitoring pupil wellbeing and ensuring actions are followed up
 - iii. To undertake regular training updates commensurate to the role of DDSL
 - iv. To support the DSL in making referrals as necessary to the Local Authority children's social care, the Channel programme, the Disclosure & Barring Service and the Police
 - v. To undertake other responsibilities in relation to the leadership and management of Safeguarding, as appropriate to the role

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General Duties and Responsibilities

- To ensure the safety and wellbeing of the young people that Merton Music Foundation engages with, always adhering to the Foundation's Safeguarding policy and procedures
- To attend regular team planning meetings
- To cooperate 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 Inclusion Policy
- To maintain confidentiality and observe data protection requirements in line with the Foundation's Data Protection policies
- 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

- Predominantly term-time working (see below for info)
- Flexible working arrangements, including the opportunity to co-create your weekly timetable and the ability to work remotely for part of the week
- A supportive, collegiate organisational culture within a high-purpose working environment
- 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.
- Company life insurance policy (4 x salary)
- A role with high moral purpose
- Classroom / ensemble teaching opportunities during part of the week

Directed / Undirected Time and Holiday

This role is 52 weeks per year with 5.6 weeks (28 days) paid holiday, to be taken outside of the school term, plus bank holidays.

Working time is made up of 204 days (40.8 weeks) per year of directed time (to take place during the school term of c. 39 weeks plus some directed activity during school



holidays or weekends by arrangement). Directed time is when staff are directed by the CEO or their line manager to be available to undertake MMF duties. The remaining 20 working days (4 weeks) constitute your undirected time. Undirected Time is taken at the discretion of the employee during the school holidays; during your undirected time you must work such reasonable hours as many be necessary to enable the effective discharge of your professional duties.

Person Specification

Attributes and Skills:

- Excellent classroom general musicianship / curriculum practitioner with a rich experience of working in primary, special and/or secondary school contexts in a teaching position (Qualified Teacher Status is highly desirable for this role)
- Experience of music curriculum leadership and sharing best practice with others, for example through delivering training sessions and comprehensive curriculum planning
- Enthusiasm and joy for music education, believing this to be a fundamental right of every child
- The ability to form strong professional relationships with teachers and senior leaders in Merton schools
- Persuasive oral and written communication skills, an effective advocate for arts and music education and the ability to apply this to bid-writing
- The ability to plan and co-create arts and music education projects for children and young people within school settings
- Musical competency is an essential characteristic for this role working within a dynamic music service (all specialisms/musical backgrounds will be considered; we are participating interested in meeting proficient choral leaders / singers, piano players and/or people with experience of facilitating SEND music-making)
- Excellent IT skills and digital competency
- The ability to coordinate with a range of stakeholders to ensure the best outcomes of a creative project
- An understanding of inclusion and its importance in both music education and the workplace
- A commitment to reflective practice and ongoing professional development
- The ability to work independently, self-accountably and to a deadline to see a project through to its conclusion
- The ability to plan strategically





- The ability to work flexibly during the week, including some weekends and evenings, travelling regularly between school locations throughout the week as needed
- A clean UK Driving License is desirable
- Willingness to undertake regular Designated Safeguarding Lead training and to stay up to date with current policy and practice

Knowledge and Understanding:

- Excellent knowledge and understanding of the National Curriculum for Music, the Model Music Curriculum and the National Plan for Music and how this can be applied practically in a classroom setting
- Excellent knowledge and understanding of how children develop musically and the ability to sequence musical learning progressively from the earliest stages of school
- Good understanding of the wider education/arts funding landscape, including knowledge of relevant funds and grants for music services is highly desirable
- Awareness of the broader trends in education, including wider curriculum, practical and budgetary considerations for schools and school leaders
- A strong knowledge and understanding of relevant Safeguarding policy and procedure
- A secure understanding of data protection principles and best practice





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:

- **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/schools-lead-2026

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:

9am, Monday 9 March 2026

Interviews:

Friday 20 March 2026

Start Date

02 September 2026