

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Director Area:</b> Children's Services	<b>Job Ref Number:</b> N/A
<b>Service Area:</b> Music Service	<b>Grade:</b> MSS6 / 13 + Allowances

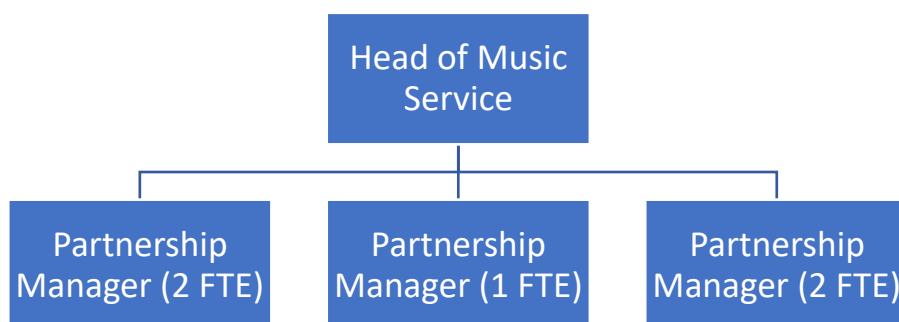
**Job Title:**  
Partnership Manager

### PURPOSE OF JOB:

The award winning Lincolnshire Music Service is the lead organisation of the Lincolnshire Music Service which is part of Lincolnshire County Council. The Music Service supports schools to deliver high quality teaching and learning by offering a wide range of services and products. At a strategic level, Lincolnshire Music Service are a traded service and receive funding through Arts Council England. The Hub brings together various partners, from across the county and beyond, creating a wide range of opportunities for all children and young people to become involved with Music in Lincolnshire.

The Partnership Manager's role is to champion, develop and ensure that the values and strategic vision for Lincolnshire Music Service are clearly communicated and embedded throughout all activities. The post holder will need to be able to work collaboratively with colleagues, and in particular, with other Partnership Managers, as well as manage complex workloads. The ability to take the initiative, demonstrate impact, work independently, communicate across teams and partners as well as schools will be essential to the success of the role.

### TEAM STRUCTURE:



### MAIN DUTIES:

1	Maintain and develop a cohesive, strategic overview of the county ensuring quality music provision in relation to local and/or Multi-Academy Trust needs and requirements
2	Contribute to the leadership, management and operational running of the Music Service as a whole
3	Support schools by informing the overall strategic offer and nurturing networks to build and improve upon current buy-back levels
4	Manage a team of Instrumental Tutors, deploy them throughout the locality and maintain an

	overarching view of activity
5	Retain a proportion of direct contact teaching time in order to inform and maintain the high standards of teaching and learning across the county
6	Fully engage with the Lincolnshire Music Education Hub and contribute to the development of the Hub offer at a local level through partner liaison and raising the Hub's profile in schools
7	Ensure strong communication with allocated schools and stakeholders by actively participating in Network Meetings, supporting and liaising on all aspects of the National Curriculum, encouraging engagement with Lincolnshire Music Education Hub and augmenting and supporting the Music Service offer to schools
8	Manage 15 Instrumental Tutors through robust quality assurance, strategic timetabling, monitoring of absence, engagement with Speed Admin, target setting, report monitoring, support, training ideas and advice
9	Keep up to date with new modes of delivery by maintaining a teaching commitment in order to support colleagues and improve the standards of teaching in learning across the county and inform service delivery improvements.
10	Oversee the strategic direction, activities and budget related to one of the following areas: Ensembles, Individual and Small Group Tuition, Singing, Continued Professional Development (including School Support) and Whole Class Instrumental teaching (Mash Up). Digital solutions, including website development, are embedded within all five strands.
11	Act as an ambassador for the Music Service and assist in raising the profile of Lincolnshire Music Service nationally by attending conferences, informing a good quality offer, keeping up to date with recent developments in Music Education and a willingness to present at both a Local and National Level
12	Attend Senior Management meetings looking at strategic service development and contributing to these from a local perspective
13	Attend events as required e.g. concerts, cluster meetings, conferences, parent's evenings etc. as a senior representative of the Music Service
14	Fully engage with the Music Service's marketing strategy including the social media agenda, website development, digital and encourage service engagement through ICT across the county
15	Assist with the annual Arts Council Data Return by keeping accurate records of school engagement, pupil numbers, types of activity in the locality and the impact of the Lincolnshire Music Education Hub as a whole
16	Undertake such duties as may be reasonably directed by the Head of Music Service

## PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Qualifications			

Educated to Degree Level or equivalent in Music/Music Education	A	X	
Evidence of recent professional development	A	X	
Music Diploma or evidence of advanced training within a particular musical discipline	A		X
Qualified Teacher Status	A		X
Management qualification	A		X
Certificate of Music Educators (CME) Level 4 Course	A		X
Rising with the Tide course, or similar, for Music Service Leaders	A		X
<b>Experience</b>			
Experience of delivery of the Whole Class Ensemble Teaching method	A	X	
A proven track record of developing and implementing strategies to raise the standards of teaching and learning	A	X	
Expertise in effectively managing and motivating teams to achieve substantial service improvements	I	X	
Experience of events organisation	A	X	
Recent experience of leading training/INSET	I	X	
Experience of line managing teams of staff including setting targets and managing performance	I	X	
Substantial current music education experience in a school setting	A	X	
Experience of working at a Senior level in a music education organisation	A		X
A successful track record of engagement with stakeholders and partners	A / I		X
Evidence of budget management	A		X
Experience of presenting at a local/national level	A		X
Experience of and a willingness to engage with Social Media and Website development	A / I		X
<b>Skills / Knowledge</b>			
Knowledge of current Child Protection policies and procedures	I	X	
Ability to take initiative and make decisions	I	X	
Clear knowledge and understanding of current music education issues	I	X	
Knowledge and understanding of issues linked to social diversity, inclusion and equal opportunity	P	X	

Knowledge of the National Curriculum in Music and how Music Education Hubs contribute to the overall national music education picture	I	X	
Excellent communication, presentation and influencing skills	I	X	
Well organised with the ability to manage a large workload quickly and effectively and meet deadlines	I	X	
Good ICT skills	A	X	
Ability to effectively contribute to and be part of a team	I	X	
Willingness to undertake relevant CPD and training	I	X	
Knowledge of current forms of monitoring and evaluating	I		X
Knowledge of the current offer in other Music Education Hubs/Music Services and how we can share best practice both regionally and nationally	I		X
Knowledge of OFSTED inspection methodologies	I		X
The ability to think creatively to devise and implement new programmes and project work	I		X
Ability to think strategically so that wider Hub activity can have a greater impact over the whole geographical area	I		X

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.