

Role Profile

Part A - Grade & Structure Information

Job Family Code	11PE	Role Title	Teaching and Learning Manager (Schools Programmes)
Grade	PS11	Reports to (role title)	Head of Surrey Arts
		Directorate	Legal, Democratic and Cultural
JE Band	439-518	Service	Surrey Arts
		Team	
		Date Role Profile was created	Feb-17

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To manage the development and delivery of countywide Instrumental/ vocal music teaching and learning programmes including First Access to music programmes in line with Surrey County Council strategy and Cultural Services / Surrey Arts business plans.</p> <p>To contribute specialist expertise/ knowledge of the instrumental/ vocal music/ arts curriculum, and to ensure that provision of the instrumental/vocal music team is well co-ordinated, of the highest quality and reflects established and developing good practice.</p> <p>The role holder will work with Surrey Arts managers and Surrey Music Hub partners to ensure that ensemble/ group provision is appropriate to needs of clients and that the instrumental/ vocal music team is used effectively to maximise the impact of the service.</p> <p>They will contribute to the Surrey Arts Senior management team and take responsibility for an area(s) of organisational development.</p>
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Work Context	<p>Surrey Arts is a deliverer of music education services including instrumental/ vocal tuition to approx. 15,000 young people each week in and out of schools as well as providing a wide range of ensemble and other engagement activities. It is the lead organisation in the Surrey Music Hub working with partners including Schools to ensure high quality music education for all children and young people in Surrey. In addition, it is leading on the development of a cultural education partnership across the County, working extensively with a wide range of partners and running Wardrobe (Theatrical Costume) Hire & Musical Instrument Hire services.</p> <p>The role holder would be based at Surrey Arts office at 14 The Pines, Broad Street, Guildford, Surrey, GU3 3BH, but a significant amount of work related travel within Surrey to delivery locations is expected. There will also be occasional travel beyond Surrey's borders to meet with regional and national partners.</p> <p>There is a busy working environment with tight deadlines that are geared to the academic year as much core delivery is provided within schools.</p> <p>Teaching and learning activities are provided 7 days a week in term time with additional activities, arts programmes, major events and concerts etc. in the evenings, at weekends and during school holidays.</p> <p>As an arts service, Surrey Arts has the advantage of being able to work both across the music education sector and with a very diverse range of partners on an extensive range of arts development programmes. Where appropriate, staff are encouraged to take advantage of the combined skills and knowledge within the service and extensive network of partners to work together towards defining key priorities and achieving common goals.</p>
Line management responsibility if applicable	Line management of School Partnership Leads and seasonal/ annualised hours teaching staff.
Budget responsibility if applicable	Direct influence on the amount of annual fee income derived from schools based programmes. Fee income from tuition and other activities is in the region of £3 million p.a.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Service Development</p> <ul style="list-style-type: none"> • Apply specialist/professional expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and to develop and implement agreed strategy. • Contribute to the development of and implement initiatives to generate income and stimulate public interest. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Develop and implement plans for own area and contribute to longer term service planning. • Lead, develop and coordinate projects to high professional standards and best practice. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Advise on the analysis and interpretation of data, identify trends and test solutions, present results and put forward recommendations to support the resolution of issues and support decision making. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • May monitor, analyse and manage delegated budgets, funding and resources in accordance with council policies and procedures, or have indirect influence on wider service budget. <p>Work with others</p> <ul style="list-style-type: none"> • Liaise internally and externally, developing relationships to enhance service delivery and to assist in promoting and coordinating initiatives. <p>People Management</p> <ul style="list-style-type: none"> • Manage a defined team or area providing clear organisation, direction and development. • Monitor and support the performance management and development of team members

	<p>using a coaching approach, to support individual development and ensure that individual contributions are maximised.</p> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Degree or equivalent professional qualification, or able to demonstrate equivalent work experience, plus substantial experience at management level in specialist area. • Thorough knowledge of the service/functional area. • Strong customer focus and the ability to listen to and understand customer needs to ensure excellent services are provided. • Knowledge and awareness of broader contextual factors affecting wider service delivery. • Thorough understanding and experience of project management. • Ability to manage budgets in accordance with financial procedures. • Strong written and oral communication and interpersonal skills with good negotiation and influencing skills, and the ability to build effective relationships with colleagues and a range of external partners. • High level problem solving skills with the capacity to devise and implement innovative solutions. • Demonstrable experience in successful recruiting, managing, coaching and developing of staff.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<ul style="list-style-type: none"> • A recognised music degree or equivalent qualification, with Qualified Teacher Status. • Knowledge of the instrumental/ vocal music curriculum. • Knowledge of the requirements of the Music National Curriculum for schools at all Key Stages. • Knowledge of UK music education and current initiatives including the role of Music Hubs. • Experience of working successfully as part of a management team, under pressure and to tight deadlines. • High level skills as a music teacher • Recent successful experience of instrumental/ vocal teaching within school and community settings. • Administration/ organisation of music/ arts activities including groups and ensembles.

Role Summary	<p>Roles at this level typically have significant management responsibility for a large team delivering a public facing service for the benefit of the residents of Surrey, and/or will provide professional, specialist or high level technical advice, direction and input in a specialised activity. They will require knowledge across a number of areas or in depth technical or specialist knowledge. They will typically work with those both inside and outside the organisation to influence the development of services or delivery of specific projects, establishing effective working relationships and promoting and raising awareness of their service. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions, and they are likely to contribute to strategic developments in their area of expertise. They ensure that their services achieve the agreed financial and service standards, and will have professional autonomy and discretion within operational policies and precedents.</p>
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