

Role Profile

Part A - Grade & Structure Information

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| Job Family Code | 8PE | Role Title | First Access Coordinator |
| Grade | PS8 | Reports to (role title) | Teaching & Learning Manager |
| | | Directorate | Childrens, Schools & Families |
| JE Band | 269-313 | Service | Cultural Services |
| | | Team | Surrey Arts |
| | | Date Role Profile was created | Jun-19 |

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.

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| Role Purpose including key outputs | This role will incorporate the coordination of the Surrey Arts First Access programme in accordance with the National Plan for Music Education. The post holder will work with an external digital provider to supply interactive music education resources across the county, engaging with Infant and Primary schools to raise awareness and engagement of the First Access programme. They will also oversee and facilitate Surrey's initial training and CPD for school teachers in the delivery of First Access. Consultation will take place with managers and teachers to ensure the First Access programmes is up to date with national developments. There will also be liaison with schools to promote further aspects of music education, particularly with regards to Surrey Arts music provision, in the form of instrumental lessons, workshops, projects, conferences etc. They will need to use their initiative to liaise with teachers, headteachers and other external partners in order to have an impact and develop business for the service. This will require the ability to present to teams of external professional colleagues. |
| Work Context | This position will be hosted within the Surrey Arts service, confidently liasing with schools and partner organisations, providing analysis of schools engagment for planning and monitoring, which will also feed into the Arts Council annual return. The post holder should have extensive experience of the national music education programme and experience in delivering First Access and other relevant music related resources. Whilst part of the Surrey Arts team this requires an individual who is able to work on their own and to represent Surrey Arts in over 200 schools around the county, to provide a positive image of the service. |
| Line management responsibility if applicable | N/A |
| Budget responsibility if applicable | N/A |

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| <p>Representative Accountabilities</p> <p>Typical accountabilities in roles at this level in this job family</p> | <p>Service Development</p> <ul style="list-style-type: none"> • Contribute to the regular monitoring and review of services established to facilitate service improvement. • Provide specialist/professional advice and recommendations within defined policy and procedures to support informed decision making. • Promote and manage the delivery of the service to meet the needs of the public. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Plan personal and/ or team resources to enable delivery of a quality service. • Lead small scale projects and reviews or support more complex projects and reviews to promote engagement within the service area. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Adhere to established processes and systems to monitor and review service delivery and achievement of agreed objectives. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Make recommendations for and manage work within the finance and resources allocated. <p>Work with others</p> |
| <p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p> | <ul style="list-style-type: none"> • Advanced Vocational Qualifications at level 4 and/or relevant professional qualification and specialist experience. • For some roles a relevant degree may be required. • Sound knowledge of the service/functional area including relevant legislation, policies and procedures relating to the service area. • Customer focus and the ability to listen to and understand customer needs to provide appropriate services to a high standard. • Ability to manage a range of projects to completion. • Proven IT skills and able to use technology to be effective in the role. • Effective written and oral communication and interpersonal skills with the ability to maintain effective working relationships at all levels. • Ability to prioritise and plan and make best use of personal resources in achieving performance objectives. • Ability to organise, develop and motivate a team of staff and apply relevant Council procedures and policies. |
| <p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p> | <p>Relevant professional qualification at level 4.</p> <p>Knowledge and extensive experience of the National Music Plan for Education.</p> <p>Extensive experience in the processes used to deliver First Access at Key Stage 1.</p> <p>Experience which shows the ability to liaise with schools and other partner organisations, including addressing groups of delegates at professional training events.</p> <p>A thorough understanding of the processes and content required for the analysis of school engagement with the programme, together with data and feedback required by Arts Council, England.</p> |
| <p>Role Summary</p> | <p>Roles at this level may supervise a team providing a public facing service of facility. Alternatively, they may hold specialist knowledge used to provide a service involving complex equipment/resources to enable customers to access, examine and utilise assets, resources and information. They require the ability to influence and practically apply knowledge on the basis of technical knowhow, facts and evidence. They engage with members of the public, customers or other agencies/ partners to review and promote service delivery and resolve problems. Role holders need to be able to work independently whilst working under the supervision of more experienced staff.</p> |

