

Job Description Progression & Inclusion Manager

Service:	Cultural Services	Team:	Lancashire Music Service (LMS)
Location:	County Hall		
Salary range:	£48,366 - £53,380	Grade:	Leadership 2- 6
Reports to:	Head of Service	Staff responsible for:	20 FTE

Job Purpose

- To develop and evaluate accessible musical progression routes across all Key Stages for CYP
- Overview Whole Class Instrumental tuition (WCIT)
- Acting on feedback, organise and deliver appropriate musical opportunities for CYP.
- Monitor progression, providing qualitative and quantitative feedback as required.
- To develop and lead the inclusion strategy for LMS and LMH
- Support in the coordination of musical events, including concerts and workshops across Lancashire.
- Support and contribute to the development of the LMS workforce.
- Contribute to the overall strategic and policy development of LMS.
- To support the overall provision of a high-quality traded service

Accountabilities/Responsibilities

- Deputise, as required, for members of the senior management team.
- To be involved in the selection, induction and appointment of LMS teachers.
- To lead and cascade inclusive practice across the service.
- To respond to schools, teachers, staff and customers as required
- To liaise with other senior managers to ensure effective allocation of resources across the service.
- Foster innovation and ensure appropriate progression routes are in place for CYP.
- To develop effective communications with all stakeholders across the county, region and nationally.
- To attend / arrange meetings with stakeholders and partners as required to meet service targets.
- To contribute to INSET training programme for teachers.
- To contribute to the Quality Assurance process for LMS teachers.
- To undertake any training required to fulfil the roles of the post.
- To contribute to the extended leadership team of LCC's Cultural Services
- To undertake any other duties in line with level of responsibility.

Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification Progression & Inclusion Manager

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications
<p>Degree in Music</p> <p>*Masters level Degree</p> <p>*Management qualification</p>
Experience
<p>Outstanding instrumental tuition delivery within a music service.</p> <p>Delivered inclusive opportunities for CYP.</p> <p>Delivery and management of musical workshops and projects.</p> <p>Management of staff and resources.</p> <p>Competent use of ICT for teaching and administrative tasks.</p> <p>Experience of managing teams in a school, arts organisation or music service</p> <p>*Teaching music in schools across key stages.</p> <p>*Experience of being a senior manager in a music service, arts organisation or school</p> <p>*Budget management.</p>
Essential knowledge, skills & abilities
<p>Successful school/ music service teacher.</p> <p>Proven track record of delivering outstanding outcomes for young people.</p> <p>Ability to work within a team and autonomously.</p> <p>Ability to develop appropriate strategies to meet set targets.</p> <p>Ability to work to a set deadline.</p> <p>Excellent communication skills.</p> <p>Ability to foster and develop positive working relationships with all stakeholders.</p> <p>Commitment to ongoing personal CPD.</p>
Other essential requirements

Commitment to equality and diversity.

Commitment to health and safety.

Display the LCC values and behaviours at all times and actively promote them in others.

- This is an essential car user post

You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive

