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Bedfordshire Council

Vocal Coordinator

Directorate: Children's Services

Service: Inspiring Music

Grade: Music Service Pay Scale £38,478 - £41,499 (0.8fte)

Date Prepared: 9th September 2021

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Bedfordshire

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Job title: Vocal Coordinator

Reports to: Music Director

Job purpose

To lead on the direction and delivery of vocal tuition, both whole class and individual ensuring efficient and excellent provision of music tuition to enable our pupils to be the musicians they want to be. To plan and deliver repertoire and schemes with both face to face tuition and digital delivery (as required) of lessons including the planning and organisation of celebration concerts.

1. To lead on vocal delivery in line with the Central Bedfordshire Council's priorities and the recommendations of the National Music Plan and government documents, including ongoing evaluation of service provision
2. Communicating with other professionals about pupils' learning needs, to identify and remove barriers to progress and welfare...e.g. talking to school colleagues whilst ensuring best practice in safeguarding, equality, diversity and inclusion
3. To communicate the vision and objectives of Inspiring Music Education Hub and Service to a wide community both internally and externally ensuring services delivery contributes to the priorities and outcomes of the Council's Children's & Young Peoples Plan
4. To ensure that the Inspiring Music Education Hub and service activities are effectively promoted to schools, parents and the wider community
5. Where necessary, to recruit high quality tutors and manage tutors to successfully support all pupils' learning in each school setting, performing needs analysis and identifying and providing CPD opportunities for instrumental deliverers
6. Engage with appropriate partners to further develop opportunities provided by the Music Education Hub
7. To line manage and performance manage a team of whole class vocal deliverers and peripatetic tutors effectively in line with CBC, Inspiring Music policies
8. To be instrumental in the development of a robust vocal strategy including schemes of work to meet the needs and interests of all learners and manage tutors leading instrumental work including repertoire selection, management of events and to further enhance area led out of school opportunities.
9. To plan and organise celebration concerts and performance opportunities with the Resources and Activities Coordinator to provide access to high quality music performance experiences for pupils in local and professional venues
10. Develop, embed and monitor the impact of service delivery that accounts for vocal and whole class needs and supports the school in delivering national curriculum requirements

11. Attend meetings and events outside the normal teaching day as required.
12. To perform other such duties related to the job purpose as required by the service manager

Key decisions made

- Deliver a high-quality service that meets the requirements of Central Bedfordshire pupils, parents and schools
- To deliver guidance in an advisory role and CPD opportunities that meets the schools and hub requirements of the National Music Plan
- Identify new initiatives to improve the service and its delivery and reduce costs
- To identify teaching requirements and potential new partners within CBC, the cultural sector and appropriate independent partners
- To develop, facilitate and deliver projects and schemes of work that meet the needs of schools, students and the wider community
- Celebration concert planning and preparation

Contacts

Music Director, senior and operational management teams, teaching and admin staff, music co-ordinators, head teachers, school teaching staff, governors, parents and students and key partners

Resource controlled

- Curriculum documents, creation, implementation and updating as necessary
- Teaching schedule
- Recruitment, line management and performance management of tutors and staff
- Advisory meetings, team teaching and support to curriculum deliverers

Person Specification

| | Essential Criteria | Desirable |
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| 1. Qualifications | <p>Qualified Teacher Status or commitment to obtain qualified teachers status</p> <p>Degree or equivalent Diploma in Music and/or teaching from a Further Education College, Music College or university</p> | <p>Further degree or professional qualification</p> <p>Proven track record of continuous professional development</p> |

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| <p>2. Relevant experience</p> | <p>Proven experience as an effective manager within a Music Service or School environment</p> <p>Substantial teaching experience in group, whole class and individual settings</p> <p>Proven track record of development and implementing strategies to raise standards in teaching and learning</p> <p>Developing and implementing creative strategies that increase access and inclusion in musical activity</p> <p>Conducting/directing senior level ensembles</p> <p>Planning and providing effective professional development opportunities for teachers</p> <p>Teacher performance management programmes</p> | <p>Experience of teaching/directing within a wider music education context</p> <p>Experience of developing and fostering partnerships to increase access and participation in music and/or the wider performing arts</p> <p>Professional or semi-professional experience in music</p> |
| <p>3. Skills, abilities and behaviours</p> | <p>Up to date knowledge of national trends initiatives and developments in music education.</p> <p>Proven ability to effectively manage large teams of people</p> <p>Strong communication and negotiation skills at all levels</p> <p>Proven organisational and time management skills</p> <p>Proven ability to develop creative and innovative solutions to complex and challenging issues</p> <p>Proven administrative skills</p> <p>A successful track record of working effectively within a political</p> | <p>Proven ability to manage distributed teams of people</p> |

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| | <p>environment, providing clear advice and guidance on strategic issues to achieve service and corporate objectives.</p> <p>Proven and effective IT skills</p> <p>The ability to effectively analyse, interpret and act upon data and information</p> <p>Budget management</p> <p>Project management</p> <p>Proven track record of effective and successful teaching</p> <p>Proven musical skills</p> <p>Knowledge of legislation relating to good practice in relation to; Working with Children, Data Protection, Health & Safety and Risk Management</p> <p>Ability to effectively organise time and resources.</p> <p>Ability to meet tight deadlines</p> <p>Ability to motivate and enthuse staff and pupils</p> <p>Dedication to musical and educational excellence.</p> | |
| OTHER | <p>Essential car user</p> <p>Self-reliant and be committed to equality principles and practices</p> <p>A willingness and ability to work outside normal school hours including evening, weekend and school holiday working.</p> | |

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| <p>DBS Disclosure Required (Please indicate the legal reason enabling the Council to obtain a DBS disclosure– if in doubt discuss with HR)</p> | <p>If you require advice regarding the DBS category of the position, please e-mail dbs.admin@centralbedfordshire.gov.uk or telephone 0300 300 4734 (74734)</p> <p><input type="checkbox"/> DBS Clearance not required – Post does not meet categories below</p> |
| | <p>Regulated Activity (CRB Regulations 2012) (Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012) Enhanced Check – Including check against barred list</p> |
| | <p>'Regulated Activity': - Children</p> <p>X (i) Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children.</p> <p><input type="checkbox"/> (ii) Work for a limited range of establishments (“specified places”), with opportunity for contact; for example, schools, children’s homes, childcare premises. Not work by supervised volunteers;</p> <p><input type="checkbox"/> (iii) Relevant personal care, for example washing or dressing, or health care by or supervised by a professional;</p> <p><input type="checkbox"/> (iv) Registered childminding; and foster-carers.</p> |
| | <p>'Regulated Activity': - Adults</p> <p><input type="checkbox"/> (i) Providing Health Care – Any health care professional providing health care to an adult, or anyone who provides health care to an adult under the direction of supervision – refer to Safeguarding Vulnerable Groups Act 2006, as amended by Protection of Freedoms Act 2012 for further details about what is meant by health care and health care professionals</p> <p><input type="checkbox"/> (ii) Providing Personal Care – Anyone who:</p> <ul style="list-style-type: none"> • provides physical assistance with eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails because of an adult’s age, illness or disability; |

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| | <ul style="list-style-type: none"> • prompts and then supervises an adult who, because of their age, illness or disability, cannot make the decision to eat or drink, go to the toilet, wash or bathe, get dressed or care for their mouth, skin, hair or nails without prompting or supervision; or • trains, instructs or offers advice or guidance which relates to eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails to adults who need it because of their age, illness or disability. <p><input type="checkbox"/> (iii) Providing Social Work – The provision by a social worker of social work which is required in connection with any health care or social services to an adult who is a client or potential client.</p> <p><input type="checkbox"/> (iv) Assistance with cash, bills and/or shopping – The provision of assistance to an adult because of their age, illness or disability, if that includes managing the person’s cash, paying their bills or shopping on their behalf.</p> <p><input type="checkbox"/> (v) Assistance in the conduct of a person’s own affairs – Anyone who provides various forms of assistance in the conduct of an adult’s own affairs, for example by virtue of an enduring power of attorney. – refer to refer to Safeguarding Vulnerable Groups Act 2006, as amended by Protection of Freedoms Act 2012 for further categories which are covered.</p> <p><input type="checkbox"/> (vi) Conveying – A person who transports an adult because of their age, illness or disability wither to and from their place of residence and a place where they have received, or will be receiving =, health care, personal care or social care; or between places where they have received or will be receiving health care, personal care or social care. This will not include family, friends or taxi drivers.</p> |
| | <input type="checkbox"/> ‘Regulated Activity’: (Working in a Fostering or Adoption Agency) |
| | <input type="checkbox"/> ‘Regulated Activity’ Specified Position ¹ : (Chief Executive or Director of Children’s Services or Adult Social Care) |
| | <p>Other: To be checked in accordance with the Rehabilitation of Offenders Act</p> |
| | <input type="checkbox"/> Delegated authority to award of public works, supply and service contracts in accord with Directive 2004/17/EC and 2004/18/EC (Standard check) |
| | <input type="checkbox"/> Officer empowered to execute magistrate’s warrants (Standard Check) |
| | <input type="checkbox"/> Solicitor or Legal Executive (Standard Check) |

¹ as identified in Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012)

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| | <input type="checkbox"/> Chartered or Certified Accountant (Standard Check) |
| | <input type="checkbox"/> Other – please identify the relevant legislation |
| BPSS required for position | <input type="checkbox"/> Secure email account (basic disclosure) <input type="checkbox"/> User of system – Frameworki or Swift or Tribal or Civica OV or Profile 2000* (basic disclosure required if NOT also in Regulated Activity) *delete those not applicable |
| Credit/Debit card transactions processed | <input type="checkbox"/> Payment Card Industry Data Security Standard (PCI DSS) check (Including basic disclosure plus Credit History check) |
| Work Related Travel (Please indicate as appropriate) | <input type="checkbox"/> Not required X Ability to travel around the county |
| Health & Safety Risk Assessment (Please indicate which are applicable) | <input type="checkbox"/> Manual Handling activities <input type="checkbox"/> Regular exposure to mental pressures and demands <input type="checkbox"/> Visual Display Equipment – regular use <input type="checkbox"/> Exposure to substances hazard to health <input type="checkbox"/> Exposure to infection <input type="checkbox"/> Risk of verbal abuse <input type="checkbox"/> Risk of physical assault X Working alone <input type="checkbox"/> Adverse environmental conditions <input type="checkbox"/> Use of dangerous machinery <input type="checkbox"/> Driving PSV/HGV vehicles |