

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT **Children's Services**

SECTION **Music Service**

GRADE **PO1**

POST DESIGNATION (TITLE) **Assistant Schools Manager**

Purpose of Job:

To be responsible for:

- i. Supporting the Schools Manager in delivering high-quality music services to schools across the Royal Borough of Greenwich, with a specific focus on curriculum development and implementation.
- ii. Providing key administrative, operational, and pedagogical support to ensure the effective coordination of curriculum-based music programs
- iii. Working collaboratively to enhance the impact of the music service for children and young people

Supervises up to 15 music tutors

Main Duties:

- 1) Assist the Schools Manager in the coordination of music provision delivered to 90 plus schools, ensuring that all programs align with the service's strategic objectives and meet the needs of schools.
- 2) Provide administrative and operational support to streamline day-to-day processes, including tutor scheduling, resource management, and communication with schools.
- 3) Deputise for the Schools Manager during meetings or school visits when required, representing the service and addressing any queries related to curriculum delivery.
- 4) Responsible for curriculum-based programs, working with tutors to deliver a diverse and inclusive music curriculum that reflects the needs and backgrounds of Royal Greenwich children and young people.
- 5) Collaborate with the Schools Manager to develop innovative resources, lesson plans, and teaching strategies that enhance the delivery of curriculum-based music services
- 6) Assist in the recruitment, induction, and training of up to 15 music tutors delivering curriculum-based music programs.
- 7) Conduct lesson observations and provide constructive feedback to ensure a consistently high standard of teaching across schools.

- 8) Serve as a point of contact for schools regarding curriculum-based services, ensuring their needs are met and feedback is acted upon.
- 9) Support the Schools Manager in liaising with the Virtual School to coordinate music lessons for Children in Our Care and assist with the London Music Fund scholarships.
- 10) Support the planning and delivery of CPD sessions and network meetings for school staff
- 11) Ensure musical instruments and resources required for curriculum delivery are available, maintained, and distributed effectively.
- 12) Work with the Administrative and Finance Assistant to keep the asset register updated and ensure resources are accounted for.
- 13) Assist the Schools Manager in monitoring the quality and effectiveness of curriculum programs through lesson observations, feedback, and data collection.
- 14) Maintain accurate records of tutor schedules, school engagement, and program delivery
- 15) Support the Schools Manager in managing communication with schools, ensuring they are informed of updates, activities, and key events.
- 16) Cover tutor absences for if no suitable deputy is available.
- 17) Assist the Schools Manager in developing strategies to increase engagement in music education, particularly among underrepresented groups.
- 18) To attend and support annual out of hours RGMS events
- 19) To promote and uphold inclusive practices by ensuring all activities, programs, and communications are accessible and equitable, fostering a welcoming environment that values diversity and supports the participation of individuals from all backgrounds
- 20) To implement and advocate for sustainable practices across the music service, including resource management, eco-friendly event planning, digital solutions, and raising awareness to support environmental goals of the council
- 21) This role requires an enhanced DBS check with a children's barred list check
- 22) This post will require the post holder to frequently divide their time between the office, schools and performance venues, this will involve:
 - a. Working with large groups of children and young people
 - b. Being exposed to loud levels of noise from amplified music and musical instruments
 - c. Heavy lifting of musical equipment including PA systems
- 23) This post requires an Enhanced DBS with children's barred list and will be supported by Safer Recruitment tools
- 24) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 25) To undertake any other work appropriate to the level and general nature of the post's duties.
- 26) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 27) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 28) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to: **Schools Manager**