

Role Profile

Part A - Grade & Structure Information

Job Family Code	10PE	Role Title	Schools Curriculum Support Lead
Grade	PS10	Reports to (role title)	Curriculum & CEP Manager
		Directorate / School	Legal, Democratic & Cultural Services
JE Band		Service / Department	Cultural Services / Surrey Arts
		Date Role Profile was created	Mar-24

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>Develop and facilitate a music curriculum support programme to support the school workforce in primary, secondary, special and post-16 schools and settings on behalf of the Music Education Hub.</p> <p>Develop effective partnerships with internal and external partners to deliver a rich and diverse CPD offer, to raise teaching standards, and to meet the diverse needs of all young people across the county.</p> <p>Work in consultation with senior leadership team, hub board and stakeholders to monitor and report on programme delivery.</p> <p>Lead on the delivery of key aspects of the National Plan for Music Education including:</p> <ul style="list-style-type: none"> - school music development plans - live music opportunities for schools, including the development of partner delivery organisations - Lead Schools - support schools to develop collaborative music events both locally and county-wide <p>Promote Equality, Diversity and Inclusion principles, with respect to both musical cultures and learning styles</p> <p>Undertake limited teaching, where required, to model best practice or support school staff.</p> <p>Maintain awareness of national developments in music education and provide subject leadership</p> <p>Work in a collegiate way with colleagues to support the music hub's broader strategic aims for children and young people</p>
Work Context	<p>The role is based at The Pines, Guildford but remote working is supported.</p> <p>The role holder will be expected to travel throughout Surrey to establish, monitor and deliver the curriculum programme. Some evening and weekend working may be required, predominantly for planned events. Time Off In Lieu will be granted. Posts at this level are not usually eligible for overtime payments.</p>
Line management responsibility if applicable	N/A
Budget responsibility	Responsibility for project budgets only

Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Service Development</p> <ul style="list-style-type: none"> • Contribute to the development and achievement of business plans to develop and implement agreed strategy. • 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"> • Manage the planning and delivery of the programme of work/workloads within their area of responsibility to achieve a quality service, and ensure any technical and statutory requirements are met. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Analyse and make recommendations for improvement or development of existing systems, processes or policy to support decision making. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Assist with budget/resource/funding management in accordance with the organisation's policies and procedures, and may have revenue generation targets. <p>Work with others</p> <ul style="list-style-type: none"> • Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or contractors on operational issues to share knowledge or best practice and ensure quality, integrated service delivery. <p>People Management</p> <ul style="list-style-type: none"> • Manage an operational team or specialised function, and organise deployment of staff and work and/or appropriate support for service users. • Monitor and support the performance management and development of team members, using a coaching approach, to ensure that individual contributions are maximised. <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 be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Qualified Teacher Status or equivalent experience within a related educational field is required</p> <p>Substantial and successful experience of curriculum music teaching in state (mainstream and/or SEND) schools</p> <p>Experience of delivering CPD or training</p> <p>Ability to think strategically and build innovative programmes across a large geographical region.</p> <p>An understanding of the National Plan For Music Education and how it can meet the needs of our diverse community of children and young people</p> <p>Track record of creating activity and building partnerships, including with external partners.</p> <p>Experience of working with diverse groups of young people and/or programmes addressing inequality</p> <p>Competent music technology skills.</p> <p>Commitment to interdependent working, strong communication skills and an open, friendly approach to liaising with different types of people.</p> <p>Understanding of data collection and evaluating delivery.</p> <p>A strong commitment to personal CPD, including broader aspects such as leadership, management, and mentoring/coaching skills.</p> <p>Up to date knowledge of the wider music education landscape</p> <p>Enhanced DBS clearance will be required.</p>
Role Summary	<p>Roles at this level lead and manage the work of larger teams providing an operational service to enable customers to make informed use of the service, facility, or to obtain information or entitlement, or providing services in the community to standards and budgets. Alternatively they may be an experienced professional/specialist leading the implementation of strategy in a particular area. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will work closely with customers, staff, partners, agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and improving service delivery. These roles will contribute to the development and achievement of their area's business plan and to longer-term development. They will work largely autonomously with access to guidance from more experienced professionals.</p>
Reference Number	BM-2024-080