

JOB DESCRIPTION	
Job Title	Head of GYA Regional Centres
Department	GYA
Grade	F
Location	Guildhall School of Music & Drama
Responsible to	Head of GYA Regional Centres
Responsible for	GYA students, teaching and administrative staff

Guildhall Young Artists Regional Centre

Each Guildhall Young Artists regional centre is a specialist Saturday School offering training to young people between the ages of 4 and 18. The students are able to combine their performing arts training with their general education in local schools. They come together to experience and learn about music, drama and production arts under the guidance of staff drawn from local orchestras and freelance professionals. Many of the students go on to study their chosen discipline full-time at undergraduate level, eventually making careers in the profession, though others can, and do, move into totally different fields.

Our training prepares talented musicians, singers, composers and actors to access Higher Education courses in their chosen discipline if that is their wish. Regardless of their ultimate direction, students find that the professional artistic environment of the Guildhall Young Artists Regional Centre provides them with valuable life skills and the means to develop their individual talents to the full. The fulfilment of self-expression and self-discovery together with skills of communication and responsibility will have an enduring influence upon their lives.

Purpose of Post

The post-holder will manage the Centre efficiently to ensure it means the high standards of the Guildhall School and all regulatory requirements. The head of Centre will assist the Head of Guildhall Young Artists Regional Centres in delivering the strategic aims of the GYA division. The post holder will provide artistic and administrative (including budgetary/financial) leadership for the Guildhall Young Artists regional centre setting the curriculum to ensuring that the centre provides quality artistic education at the highest level to enable students to pursue further studies in music, drama and production arts should they wish. To foster good relations between teachers, parents and staff, to develop effective partnerships with local and regional creative education providers and commercial partners and to help create a culture which fosters collaboration, innovation, personal motivation and reflection, professional integrity and a lateral approach to problem solving.

To be the designated Safeguarding Lead for the Guildhall Young Artists regional centre and support the Head of Safeguarding in delivering effective safeguarding across Guildhall Young Artists regional centres.

To deputise for the Deputy Director Guildhall Young Artists, or Head of Safeguarding when necessary.

Key Relationships

- Deputy Director Guildhall Young Artists Regional Centres (line manager) Director Guildhall Young Artists and Safeguarding and Head of Safeguarding and GYA Administrator
- Administrative Manager and a team of visiting teachers
- Parents and carers
- Partnerships and Management Board
- External Relations, Finance and Marketing team members, Safeguarding & Senior Guildhall staff
- Heads of other Guildhall Young Artists centres

Main Duties & Responsibilities

1. To provide leadership and line management for the centre in all areas of recruitment, induction, motivation, appraisal and training of staff to enable them to achieve their full potential and deliver GYA's educational objectives.
2. To manage the team of teaching staff on all programmes including all recruitment and disciplinary matters relating to staff.
3. To ensure, that good teaching practices are developed by maintaining links both with the main school and other establishments in this country and overseas.
4. To devise with colleagues an on-going curriculum development which is creative, imaginative and relevant to the needs of the students.
5. To organise and promote outside engagements including booking concerts, venues & student performers and programme management. To develop links with outside organisations in the UK and internationally including acting in an ambassadorial role accompanying students to high profile events
6. To provide artistic leadership for new local initiatives including the development and management of holiday courses.
7. To create effective operational monitoring processes both in terms of quality control of teaching standards and student development. To manage the absence policy and procedures to ensure that students attend regularly.
8. To resolve issues relating to student studies and to mediate between staff, students and parents in helping resolve significant problems and to deal with complex ad hoc issues relating to staff and students often involving outside agencies.
9. To offer advice and guidance for students regarding further and higher education and in pastoral care and to act as an advisor to parents regarding their children's educational development.
10. To audition and assess students and monitor students' musical development through assessments and monitoring of staff reports.
11. Responsibility for overseeing the timetable to provide individual programmes for students and staff and to ensure any ongoing changes meet the needs of the centre.
12. To devise a student recruitment and PR strategy, in conjunction with the Director of External Relations and implement all aspects of marketing and promotion for the centre including adverts, press releases, direct mail and printed materials.

13. To oversee and monitor the centre's budget to minimally maintain a balanced budget, developing and managing partnerships and new initiatives.
14. To keep abreast of good practice in the sector along with new initiatives and government policies and changes
15. To manage health & safety in the centre. To undertake regular risk assessments and represent the department at the school's health & safety committee meetings.
16. To act as Safeguarding Lead for the centre.
17. To actively seek funding for student bursaries, projects and other resources.
18. To develop links with outside organisations and work in collaborative projects with other similar organisations. To plan and organise trips for students and keep them aware of opportunities, competitions and programmes.
19. To devise and organise any special events for the centre including workshops and performances from visiting professionals.
18. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
19. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

PERSON SPECIFICATION	
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Department	Guildhall Young Artists
Grade & Level	F Level:
Trent Position Number	

Please find below the key skills, experience and core behaviours required to undertake this post.

Technical Skills / Professional Qualifications / Relevant Education & Training

- A highly accomplished musician, drama or production arts practitioner with significant standing and experience in the profession
- Educated to at least degree level or equivalent (A,I)
- Significant experience in a similar environment (A,I)
- Significant experience of music teaching and/or performing (A,I)
- Detailed knowledge of music and creative education (A,I)
- Good understanding of safeguarding issues (A,I)
- Excellent IT skills in Microsoft word, excel, access and outlook (A,I)
- Experience of implementing strategies and new initiatives (A,I)
- Experience of planning and implementing projects (A,I)

Experience Required

Essential

- Manage the Centre to a high professional standard reflecting the requirements of a Conservatoire ensuring that all regulatory and legislative requirements are adhered to
- Wide ranging experience of the under 18 sector in Music, drama or production arts (A,I)
- Excellent musical judgement with the ability to write reports and assessments (A,I)
- Proven experience of managing and motivating a team (A,I)
- A self-starter and a lateral thinker (A,I)
- Strong concert and event management experience (A,I)
- Excellent oral communication skills with the ability to provide expert advice to a variety of stakeholders including parents, students and staff
- Excellent written communication skills with experience of writing curriculum, plans, strategies and reports, including documents and reports for external audiences (A & T)
- Exceptional verbal and written communication skills and confidence in dealing with people at all levels (A,I)
- Exceptional attention to detail and administrative management (A,I)
- Highly flexible and organised with the ability to prioritise effectively according to changing needs and strategic direction, meet deadlines and manage more than one project at once (A,I)

- Strong interpersonal skills of the highest calibre and the ability to communicate, build relationships and negotiate effectively at all levels both within and outside an institution (A,I)
- Self-driven, results orientated with a positive outlook and sense of humour (A,I)
- A self-motivated individual with ability to integrate as a core part of the team (A,I)
- A trained and skilled manager and motivator with a track record of helping direct reports and achieving goals (A,I)
- Demonstrable engagement with suitable networks and professional bodies with a commitment to continued professional development (A,I)
- Empathy with the needs of young musicians (A,I)
- Excellent communication skills at all levels including being confident in public speaking (A,I)
- Ability to inspire, encourage and motivate students
- Experience of recruiting for and running an orchestra or ensemble
- Ability to manage budgets and monitor external funding streams to inform strategic decision making (A, I)
- Possess a strong network of contacts nationally and internationally in the professional world of music, drama or production arts.

Desirable

- Understanding of and passion for the work of the Guildhall School of Music & Drama and the performing arts(A,I)
- Experience of working in the specialist under 18 musical sector(A,I)
- High performance and/or teaching profile (A,I)
- Experience of managing tours, events and risk assessment (A,I)
- Experience as an examiner or adjudicator (A,I)
- First Aid trained

Other Relevant Information eg. working hours or desirables (only if applicable)

Normal working hours: The post holder will be expected to work Tuesdays through to Saturdays during term time and Monday to Fridays outside of term time. Leave cannot be taken during term time.

Additional hours: There will be occasions when the post holder will be expected to attend outside of normal working hours. On such occasions s/he will either be entitled to take time off in lieu or claim overtime as agreed in advance with the Head of Regional Centres.

Recruitment – Note to Applicants

These key skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is in the range £54,470 - £61,840 per annum (including Outer London Weighting) inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a permanent basis.

Hours of Work

Normal hours of work will be Tuesdays to Saturdays during term time and Mondays to Fridays outside of term time, being 24.5 hours per week excluding lunch breaks, but the post holder shall be expected to work the hours necessary to carry out the duties of the position. The working year of 42 weeks consists of three academic terms of 12 weeks plus two additional weeks per term.

Frequency and Method of Payment

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

Your annual holiday entitlement plus Bank and Public Holidays is included as a payment in your monthly salary. Your working annual year is 42 weeks.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits, for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One full academic terms' notice in writing by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.