



Job Title:	Joint Head of Woodwind, Brass and Percussion Woodwind Specialism
Responsible to:	Joint Principal (Music) – Line Manager
Responsible for (Including Line Management Responsibility):	Instrumental Tutors (WBP) WBP Administrator(S)

Information about Chetham's

Founded in 1653, Chetham's Foundation is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage. We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and The Stoller Hall. We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring new generations of musicians and thinkers.

The School is an independent boarding school for over 300 children aged between 8 and 18, all of whom excel in music. The Library is the oldest public library in the English-speaking world. The Hospital charity owns the buildings in which the School and Library operate. The School also incorporates a world-class concert hall, The Stoller Hall, opened in 2017. Supporting Chetham's in achieving its excellent outcomes are around 350 employees, with a wide variety of roles including academic staff, music tutors, support staff, concert hall staff, boarding staff with an equally wide variety of types of contract including term time, fixed term, permanent, ad hoc. The School and Library also have a number of volunteers and others who have clearance to work on site.

Main Purpose of Role:

The Joint Head of WBP (Woodwind) will be an exceptional teacher and visionary musical leader who will work collaboratively with the current Joint Head (Brass & Percussion) Dr David Thornton to deliver all aspects of managing the WBP department, bring a passion for the healthy development of young musicians and will oversee the pedagogical and creative direction of the School's WBP Department. The Joint Head of WBP (Woodwind) will bring enlightened, forward-thinking purpose to the Music Department – able to innovate and inspire, alongside the ability to respect and nurture. Liaising closely with the Joint Principal (Music) and other Heads of Instrumental Departments (Strings, Keyboard, Vocal, Practice, Accompaniment, Academic Music and Composition) they will take responsibility for the delivery of an exciting and educationally relevant programme of musical activities, curriculum and performances that promote outstanding student progress in solo, chamber, orchestral and community settings. They wish the absolute best for students – both from a musical and welfare perspective and will have holistic insight and a detailed overview of every individual's journey through the school. Consequently, they will be relationship orientated, values-based musician who have warmth, approachability and a love of inspiring the next generation of musicians. Exceptional communication skills will ensure that the WBP Department continues to nurture strong relationships with the finest conservatoires in the world and develop new partnerships in an ever-changing industry. The roles will equally understand the changing landscapes of mainstream

primary and secondary educational settings and will support the School to develop successful recruitment strategies and continue to build a sustainable intake of students.

The Joint Head of WBP will need to have the leadership, managerial and creative skills to inspire and develop their team of staff music tutors. The roles will manage and take the key decisions with regards to tutor allocations, tutor recruitment and chamber music programming. Alongside the strategic, the role will deliver the day-to-day necessities of fair student selection for performance opportunities and orchestral personnel as well as remaining a constant connection for pupils, parents and staff alike.

The WBP Department is supported by two part time administrators which the post holder will share line management.

Main Responsibilities and Duties:

General Responsibilities

1. To understand and implement the School's aims and objectives, acknowledging and supporting its ethos as a specialist music school which is also a boarding school.
2. To assume corporate responsibility, alongside all other staff, for the behaviour, supervision, safety and wellbeing of pupils at all times whilst on school premises and on any official out-of-school activities. To uphold the School's safeguarding principles at all times.
3. To undertake such duties, administrative tasks and responsibilities as may reasonably be directed by the Joint Principals.
4. To fulfil the main professional duties contained within the generic job description of instrumental teacher.

Main Duties

1. To deliver a weekly 1:1 teaching timetable, by arrangement with the Joint Principal (Music). Teaching arrangements may vary on a year-to-year basis but would normally be c. 10% of overall working hours per week.
2. To take direct line management responsibilities for the instrumental tutors of the WBP Department (with primary responsibility for each Joint Head centred on tutors in their own field of specialism).
3. To manage the overall workflow of the WBP Department – ensuring that general organisation, administration and development work is carried out effectively and supported appropriately by the WBP team in a timely fashion.
4. Provide consistent and compassionate student and parental support – ensuring that the travel of information and support is effected sensitively, appropriately and connects all parties to any relevant processes (e.g. connection to pastoral, academic or SEN support).
5. Ensure team cohesion and good working relationships are supported and cherished throughout the WBP Department staff body.
6. Carry out all micro and macro level forward planning requirements for the WBP Department, ensuring that the future programme is well designed and integrated into the wider School planning framework, and can be realistically delivered within current resources.
7. Undertake and ensure the monitoring of student's progress on a regular basis in conjunction with relevant members of the wider pastoral and teaching staff.
8. To consult regularly with teachers and assist in the reporting of students' progress to parents/guardians as required.
9. To support the performance programme of all students of the WBP department. Attend, staff, and manage internal and external performances as appropriate.
10. To lead and coach small and medium chamber rehearsals on a regular basis. The ability to conduct large ensembles / full orchestras would be advantageous.
11. To devise and curate the weekly 'Music Block' sessions – ensuring age appropriate and educationally stimulating sessions are delivered in a cost-effective manner. The role holders can expect to lead and coach these sessions on a weekly basis.

12. Maintain excellent budgetary control of the WBP Department finances. The post holders will balance educational need against fiscal responsibility and be able to communicate articulately the decisions and rationales taken to staff and wider stakeholder groups.
13. Take an active lead in the audition and recruitment processes (advice, assessment and main auditions), with the Joint Heads taking the lead role in auditioning potential students in their own field of specialism. The post holders will form a leading voice for the selection of consequent year students – demonstrating skill and insight in selecting students with current and/or future potential.
14. To drive the recruitment of young musicians and the broadening of contacts with outside schools and organisations.
15. To engage staff tutors and visiting musicians/clinicians for instrument specific masterclasses, ad hoc orchestral sectional rehearsals, music block sessions and wider context chamber music coaching.
16. To ensure that all aspects of the safety of the students, staff and equipment are communicated and implemented within the Department.
17. To support and evaluate the work of individual WBP tutors through discussion, observation and ongoing appraisal, (with primary responsibility for each Joint Head centred on tutors in their own field of specialism). This position may be required to take lead/supportive roles in HR matters relating to the WBP Department.
18. To assist in the induction of new members of the Department (staff and students).
19. To attend School Open Day and New Students Day and any central School initiatives as required, including the delivery of Chetham's Summer School.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy, the Staff Code of Conduct, and related documents (available at www.chethams.com) always. If, while carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I confirm that I have read and understood this job description and that I agree to its contents.

Print Name:

Signature:

Date:

Chetham's is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service Reg. Charity No: 526702



PERSON SPECIFICATION – Joint Head of Woodwind, Brass and Percussion

Essential attributes

- Degree level or above in Woodwind specialist performance (or equivalent professional experience).
- Performance experience at the highest of professional standards from within an orchestral, chamber or solo context.
- Ability to lead by example; leading the Department in an authentic and approachable manner.
- The ability to lead and manage complex workloads in a calm and dependable manner.
- Demonstrable experience of devising/delivering education projects or related musical curriculums – ideally at a national level of operation.
- A dynamic musician and exemplary teacher, with extensive experience at the very highest level of teaching and performance.
- Active and up to date understanding of Safeguarding in education settings. A firm commitment to the highest of safeguarding standards and a deep belief in the necessity of safeguarding to ensure the wellbeing standards of all students. Understanding of the challenges and nuances of safeguarding within a music education setting.
- Proven experience working with and inspiring gifted young WBP players and developing their skills ready for tertiary education level.
- Exemplary interpersonal and organisational skills. Able to prioritise and manage large workloads and often conflicting demands – juggling the needs of students, staff, parents, leadership and administration simultaneously.
- Demonstrable experience of creating positive and harmonious working teams/environments. Able to listen, instruct and support others, in human and approachable ways. Able to inspire team working and able to work as a part of a team in turn.
- Able to commit to the working hours as described in the job description.
- Ability to handle sensitive information and maintain discretion on sensitive issues
- Suitability to work with and be responsible for children aged 8-18
- Excellent standard of English language, written and spoken.
- Computer literate with all common PC packages.
- Demonstrable experience and confidence to deliver the duties as laid out in the Job Description.

Desirable attributes

- Experience in a comparable role
- Full clean driving licence with D1 category licence already in place (minibus driving), or the willingness to undergo the necessary training to acquire D1.