

JOB DESCRIPTION

JOB TITLE: Music Centre Manager (Saturdays)

Job Purpose: To manage all aspects of the RMT Saturday Centre

Accountable to: Chief Executive

Responsibilities:

- To manage, and where appropriate, develop the RMT Saturday Centre, ensuring that all aspects of provision are of the highest quality
- To act as the first point of contact for those visiting, working and learning at the RMT Saturday Centre
- To act as the lead Health & Safety representative/First Aider for the RMT centre
- To liaise with parents and students, responding to queries and solving on site issues, representing Associate Teachers on the Saturday Centre team as required
- To support the RMT Saturday Centre Associate Teachers team, using a positive approach which encourages teachers to regularly engage with yourself and others on the team
- To ensure that any Associate Teacher new to the Saturday Centre team is welcomed and fully introduced to the centre set up when they first arrive onsite
- To be familiar with the Saturday Centre teaching team's on course/waiting lists, where necessary encouraging teachers to review and consolidate their timetables, ensuring that as many pupils as possible are on course at the centre and that there are no gaps in teaching
- To ensure that teachers, parents and pupils are aware of the ensemble opportunities on offer at the Saturday centre, with regular recruitment in order to at least maintain, if not increase the number of Saturday Centre pupils participating in an ensemble alongside their instrumental lesson
- To schedule, organise, and publicise the end of term concert where students and ensembles are invited to perform to parents
- To be responsible for checking all rooms have been left clean and tidy at the end of each Saturday, with furniture reset, windows closed, lights off and RMT equipment returned to the RMT cupboard
- To build and maintain a positive working relationship with the school's caretaking/site management team
- To liaise each Monday with the RMT Admin Team, ensuring they are aware of any key developments issues and/or changes from the weekend
- To contribute to the planning/set up of any additional ensemble/one off opportunities offered at the Saturday Centre
- To attend RMT meetings as required
- To undertake other duties as directed by the RMT Chief Executive

PERSON SPECIFICATION

Qualifications

- Degree level qualification or equivalent
- Examples of other relevant experience in an educational setting or CPD are desirable

Skills and Experience

- Reasonable experience, knowledge, and awareness of, and a positive attitude towards, the benefits of music education for young people
- A commitment to encouraging young people to engage in ensembles
- Ability to make quick decisions independently when under pressure
- Proactive, motivational leadership skills
- The ability to work effectively alongside members of the team being managed
- Reliable, with a positive attitude and excellent interpersonal/organisational skills
- Enthusiastic and adaptable outlook with a committed attitude
- A fluent and diplomatic verbal communicator

Other

- Energy, flexibility and resilience
- A strong commitment to music education
- Commitment to the RMT Quality Assurance process
- Willingness to abide by the RMT Equal Opportunities Policy
- Willingness to undertake occasional additional engagements
- Willingness to undertake an enhanced DBS certificate check
- Willingness to complete Current level 2 safeguarding certificate (arranged by RMT)
- Willingness to complete the relevant First Aid training (arranged by RMT)