



Role Description

Post Title: Team Manager - Music and Cultural Education

Post Number: SPH231

Department: Children and Young People's Services

Grade: SCP 43-45

Reports to: Head of Service for School Effectiveness and Improvement

Purpose

To contribute the objectives in the St Helens Borough Strategy that children get a positive start, ensuring the effective integration of music and cultural education activities within other service areas and promoting access to high-quality music and cultural education opportunities in line with the requirements of the National Plan for Music Education and National Curriculum requirements. To act as the lead officer for the St Helens Music Education Hub and St Helens Cultural Education Partnership, using specialist knowledge for the development, implementation and monitoring of the vision and strategic plan for cultural and music education in St Helens.

Responsibilities & Outcomes

1. To provide effective leadership & management of staff, including NQT and Trainee Teachers within the Cultural Education and Music Services, setting clear targets for service delivery, monitoring and evaluating performance and producing accurate reports to the Hub Board, senior management and external funders.
2. To be responsible for the procurement and contract management of diversely skilled cultural and creative educational practitioners and improvement professionals providing tuition, advice, support and challenge to all educational settings within St. Helens.
3. To manage contractual, monitoring, and reporting relationships with funders, stakeholders and delivery partners to ensure the effective delivery of such services.
4. To secure the financial sustainability of the service, leading the development of funding bids and managing external grants and funding streams from Government and other funding bodies as appropriate, and in line with funding conditions.



5. To work effectively across Liverpool City Region representing the local authority at the Merseyside Music Education Alliance and with a range of regional and national partners to enhance the local creative and cultural and music education offer, to ensure full representation, secure resources and opportunities to engage and make progress in the creative arts and/or music making for children and young people in St Helens.
6. To act as lead officer for the Merseyside Music Education Hub Alliance.
7. To be the principal adviser for music and cultural educational improvements for the borough, using specialist knowledge to promote access to a broad and balanced offer and sustained development in the effectiveness of provision, providing information, advice, training, support and challenge to schools including curriculum and policy guidance, self-evaluation and quality assurance.
8. To lead the creation of support networks, mentoring and CPD opportunities for trainees, teachers, support workers, school and subject leaders, based upon both local need and regional and national developments that assists them to deliver or hold others to account for the quality of teaching and learning and curriculum design.
9. To oversee the creation and development of a range of intellectual resources (music and curriculum resource library, arrangements, compositions, performances, art works, curriculum project documentation and schemes of work, examination and awards syllabus etc.) that support music making, the music curriculum delivered by the service and to support schools deliver a high-quality music and cultural offer.
10. To ensure the effective oversight and management of the procurement, deployment, loan, upkeep, and disposal of an extensive range of physical assets including the stock of musical instruments and other resources held by the Council and those on behalf of the St Helens Music Education Hub, (current replacement value £1.1M (instruments), library (£30K)) or those owned by a range of wider partnerships including the Merseyside Music Education Hub Alliance.
11. To commission, implement and oversee the deployment of a service wide database to manage instrument loans, pupil data, ensemble registers, pupil progress and reporting to parents, etc.
12. To be responsible for the social media channels utilised across the service area ensuring compliance with Council policy in relation to content, safeguarding and use procedures.
13. To be responsible for the monitoring and management of all budgets within the service areas (Music Service, CulturEd, MMEHA), ensuring compliance with Standing Orders and Financial Regulations, to achieve the wider strategic vision, aims, and objectives of the service areas and implementation of and reporting on the National Plan for Music Education and other local, regional and national initiatives and funding allocations to the relevant bodies as required.



WWW.STHELENS.GOV.UK



14. To contribute to wider corporate strategies and activities within the Council and to represent the Department and the Council as necessary, both within the Council and externally at a range of cultural and educational committees, boards and groups.
15. To chair CulturEd's Steering and Stakeholder Group, the St Helens Cultural Education Partnership.
16. To work with and support colleagues across the department to promote inclusion, raise attainment, accelerate progress as well as closing the gaps in achievement between disadvantaged pupils and their peers in all phases of education.
17. To assist in the development and maintenance of arrangements to promote co-operation between the Local Authority and its partner organisations to improve the education and wellbeing of children and young people in the borough.
18. To ensure effective engagement of and consultation with service users and appropriate stakeholders in service review and development.
19. To act as the safeguarding lead for the service, ensuring effective strategies, training and procedures are in place, which comply with the Council's Safeguarding Children Policy and Procedures.

Relationships

Within the organisation:

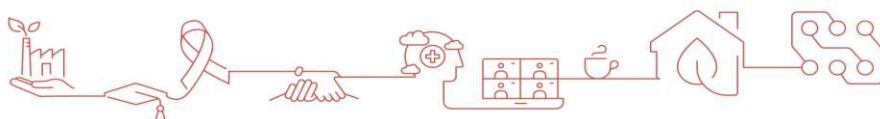
- Elected Members
- Heads of Service and Team Managers across the Council

At a borough level:

- Children, young people and families
- Schools, Colleges, Academies, and other Education Providers (including Governing bodies)
- Teaching Schools
- Arts Organisations and practitioners
- Health and Well-being organisations
- Relevant Voluntary Sector Services

At a regional/national level:

- Metro Mayor and the Combined Authority
- Adjacent Local Authorities
- LCR Music Board
- Department for Education
- Department of Culture Media & Sport
- Arts Council England
- Youth Music
- Other Arts and Education funding organisations



WWW.STHELENS.GOV.UK



- Regional/National/International Arts Organisations and practitioners
- FE/HE
- Bridge Organisations
- Professional Networks relevant to role – Music Mark, ISM, MTA
- Ofsted

Generic responsibilities

- To contribute to ensuring the function's business targets are met, in accordance with best practice, to agreed specification, and will full compliance with health, safety, professional standards, statutory and other relevant legislation.
- To be responsible for the management of the team in line with key organisational requirements.
- To represent the Council at corporate, regional and other meetings and forums as directed by the Head of Service.
- To work collaboratively with Council colleagues as and when required.
- Lead by example and behave in accordance with St Helens accountabilities framework and the Council's Code of conduct a fundamental aspect of which is the "Seven Principles of Public Life".
- To comply with the Council's Policy Framework.
- To ensure employee compliance with the Council's Policy Framework.
- To undertake training and development as required.

This post is subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date Prepared: December 2025



WWW.STHELENS.GOV.UK

