

# Head of Bolton Music Service

Recruitment Pack



**Bolton**  
**Music Service**  
Working in Bolton and  
Blackburn with Darwen

**Bolton**  
**Council**

# About Bolton Music Service

**Bolton Council is seeking a highly motivated and experienced individual to lead the local authority music service and the Greater Manchester and Blackburn with Darwen (GMBD) Music Hub.**



**One of Bolton Council's highly valued assets, Bolton Music Service has an outstanding reputation for high quality services, excellent relationship development and staff commitment to young people.**

We are proud to be the Hub Lead Organisation in the GMBD Music Hub to help deliver great outcomes for young people in our region. Our new leader will join the organisation at an exciting time as the new regional Music Hub starts to mature and achieve its potential.

We employ or contract 70 teachers, managers, administrators and freelance musicians who support our dual role as the local authority Music Service the Lead Organisation for the GMBD Music Hub.

We champion the power of music to make a difference to the lives of all young people, we develop secure and supportive relationships with local schools, families and communities, and we celebrate the achievements of all we work with through an extensive programme of events and celebrations.





## Purpose of the Role

- Lead and develop music education for children and young people in Bolton and Blackburn with Darwen, and in the wider Greater Manchester region.
- Provide strategic leadership and staff management for all employed and freelance personnel with Bolton Music Service
- Provide strategic leadership and partnership development for all organisations in the GMBD Music Hub.
- Maintain and develop a local and regional infrastructure which supports music progression for young people in our region.
- Support financial sustainability through working with a range of external funders
- Report to key stakeholders on the development of the local music service and the GMBD Music Hub

## About you

We are looking for:

- Passion for the difference that music can make to the lives of young people
- Ability to champion music education with a range of different audiences
- Success in the leadership of music education
- Success in developing and sustaining key partnerships
- Good track record of working with boards and committees
- A strategic thinker with the ability to deliver
- Outstanding interpersonal skills





## **Working in Bolton**

**This is your opportunity to join us at an exciting time as we have strong ambitions for the borough.**

Bolton is a great place to work. We are a welcoming organisation that wants to contribute to a place where people feel active, connected and prosperous. We are passionate about improving the outcomes and experience of Bolton people. We want Bolton to be a vibrant place built on strong cohesive communities, successful businesses and healthy, engaged residents.

As an employer we want to thank our employees for their hard work and commitment, by giving them the opportunity to access a range of exclusive rewards and benefits, including discounts and exclusive gym membership prices and salary sacrifice schemes. In addition, we offer a generous annual leave allowance, flexible work opportunities, access to a Pension Scheme, as well as a range of employee wellbeing and support services.

## Job Description

<b>Department</b>	Children's Services
<b>Job Title</b>	Head of Music Service
<b>Grade</b>	SOULBURY 22-25 +3spas
<b>Primary Purpose of Job</b>	To develop and lead a vision for success for the Music Service  To lead and be accountable for all strategic and business aspects of the Music Service  To lead the Greater Manchester and Blackburn and Darwen Music Hub
<b>Reporting To</b>	Deputy director (children's services)
<b>Direct Staffing Reports</b>	To lead a complex team of music teachers, freelance tutors, managers and business support staff in Bolton and in partner organisations

### Main Duties

- 1 Lead on whole service strategy by reviewing how elements of the organisation work together to reach service goals and by devising new business strategies which will set the service apart from other local providers
- 2 To determine and communicate to all stakeholders, employees, customers and partners, the mission and the values of Bolton Music Service
- 3 Be responsible for the annual strategic plan for all day-time, evening and weekend delivery, and the alignment of this plan to the annual budget
- 4 Build effective relationships with internal and external parties in order to advance the organisation's aims
- 5 Secure a strong customer base for the music service by making investment decisions and developing key partnerships
- 6 Maintain a deep knowledge of national trends and challenges in music education to ensure that Bolton Music Service is prepared for changes in government policy and grant funding
- 7 To provide leadership and vision for the whole team, responding to the changing needs of the environment in which we work and leading an appropriate programme of change
- 8 Seek out new opportunities to expand the business through the securing of major contracts for new work beyond the Bolton borough

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- 9** Report to the Departmental Leadership Team (DLT) on the effectiveness of the annual strategic financial and delivery plans for the organisation
- 10** Be responsible for the Governance of the Greater Manchester and Blackburn with Darwen Music Hub and report to the Hub Board.
- 11** Play an active role with Greater Manchester partners, leading and supporting collaborative projects as required
- 12** Oversee with Partner services on the effective delivery of their Partnership Agreement with Bolton Council in respect of music services for their borough
- 13** Respond to the changing landscape of music education in the UK by adapting the service to meet the changing needs of schools and other partners
- 14** Ensure that all systems are legally compliant and meet the requirements of Safeguarding Children in Education, Employment Law and GDPR legislation.
- 15** To formulate and lead an annual programme of concerts, events, trips and tours, out of school time, which makes a substantial contribution to the cultural life of the Bolton borough
- 16** Ensure that risk assessments are undertaken for all concerts, events, trips and tours and that communication with schools and parents is of the highest order
- 17** To lead and manage the complex team of music teachers, freelance tutors and supply teachers, matching this staffing resource appropriately to schools and individual parental contracts.
- 18** To ensure compliance with HR legislation in respect of all staff recruitment and procurement, retention and performance management for all team members
- 19** Build a positive and productive culture in the workplace by listening to and valuing employee opinions, making adjustments, and recognising the team's accomplishments
- 20** Establish well-developed systems for the quality assurance of all Bolton Music Service delivery, to maintain confidence in the extensive customer base
- 21** To focus on all aspects of professionalism, including defining career stage expectations for staff, continuous professional development, best practice in teaching and learning, and the modelling of outstanding leadership and management behaviours at all levels of the organisation
- 22** To provide an effective and realistic business strategy, and implementation thereof, in order to ensure the future financial viability of the organisation
- 23** Deliver efficient programmes and services, employing economy whilst maintaining the desired level of quality service
- 24** To be accountable for the year-end financial position and the accumulation of an acceptable level of reserves to future proof the organisation
- 25** To ensure that clear and effective financial monitoring systems are in place

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- 26** To generate and sustain an effective payment scheme for parents to manage their financial contributions (fees and charges) to the service
- 27** To act as a spokesperson for Bolton Music Service through local, regional and national networks
- 28** Generate new business through the implementation on an extensive community engagement strategy
- 29** To manage service level agreements for all schools in Bolton and Partnership Councils, monitoring the effectiveness of each school programme and jointly undertaking a self-review exercise with each school annually
- 30** Draw in a range of local and regional partners to collaborate with the service, enhancing the local Music Service offer and the regional Music Hub offer, setting up appropriate partnership agreement to define the collaborations
- 31** To be responsible for the Greater Manchester and Blackburn with Darwen Hub Regional Plan, providing quarterly reports to Arts Council England in respect of the Hub
- 32** To be responsible for the financial accountability of the Greater Manchester and Blackburn with Darwen Music Hub, providing quarterly management accounts to Arts Council England for the Hub
- 33** Communicate to the widest range of parents and families the value of music education and the benefits to their child in terms of personal, social and emotional development
- 34** Develop a range of local and regional partners to collaborate with the music service, to enhance our local and regional offer
- 35** To promote and develop the associated charitable trust (Trust Music), increasing charitable giving and securing additional investment to support Bolton Music Service

**Date Job Description prepared/updated: February 2025**

**Job Description prepared by: Deputy Director – Children’s Services**

# Person Specification

**Department** CHILDRENS SERVICES

**Job Title** HEAD OF MUSIC SERVICE

<b>Stage One</b>	Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see <a href="http://gmhsc.org.uk">Carers-Charter-FINAL.pdf (gmhsc.org.uk)</a> ) are guaranteed an interview if they meet the essential criteria for the role
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<b>The Minimum Essential Requirements for the above Post are as Follows:</b>	<b>Method of Assessment</b>
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<b>1. Skills and Knowledge</b>	
1. Substantial experience of teaching in the school curriculum and the ability to support others	Application Form/Interview
2. A high-level understanding of the specific challenges which Music Services face and an ability to respond to those challenges	Application Form/Interview
3. Detailed understanding of the school music curriculum	Application Form/Interview
4. Ability to deliver effective training to support teachers delivering the school music curriculum	Application Form/Interview
5. Excellent personal organisation and time management skills with the ability to work to deadlines	Application Form/Interview
6. Ability to lead and motivate large teams of colleagues/staff both within the service and across a range of partners	Application Form/Interview
7. To be able to identify outstanding teaching and learning and to implement support programmes for individual staff where required	Application Form/Interview
8. The ability to work in a changing environment and to embrace new initiatives	Application Form/Interview
9. The ability and confidence to create and maintain positive professional relationships with a wide range of stakeholders and supporters.	Application Form/Interview
10. Ability to adapt existing systems to support changes in music education delivery	Application Form/Interview
11. Ability to inspire and motivate young people with a variety of backgrounds and experiences	Application Form/Interview

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12.	Ability to use ICT to support planning, teaching and managing other staff	Application Form/Interview
13.	Ability to adapt and create new resources to support service development	Application Form/Interview
14.	Ability to recognise problems and to identify creative solutions	Application Form/Interview
15.	<b>Competencies</b> – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section	Interview
<b>2. Experience/Qualifications/Training etc</b>		
1.	Outstanding track record in teaching in the classroom, small groups and ensembles	Interview
2.	Extensive experience in a leadership role in a Music Service, Music Hub, arts organisation or in a school.	Application Form/Interview
3.	Experience of leading and managing a large team	Application Form
4.	Evidence of leading/delivering training and team meetings	Interview
5.	Experience of working with ensembles and/or choirs and directing performances	Application Form/Interview
6.	Experience of developing and leading partnerships	Application Form/Interview
<b>3. Work Related Circumstances</b>		
1.	All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services	Interview
2.	The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work.	Interview
3.	This post is subject to an enhanced disclosure from the Disclosure & Barring Service with check of relevant barred list(s)	Interview

4.	This post is designated as politically restricted. The holder of a politically restricted post is unable to have any active political role either in or outside the workplace. Politically restricted employees will automatically be disqualified from standing for or holding elected office. This means you are not permitted to stand for office as a local councillor or MP. In addition, you are restricted from canvassing on behalf of a political party or a person who is, or seeks to be, a candidate. You are also restricted from speaking to the public at large or publishing any written or artistic work that could give the impression that you are advocating support for a political party.	Interview
5.	Bolton Council is committed to providing robust Civil Contingencies planning and response arrangements. You will be required to join the Tactical Officer rota. This will involve working outside of routine working hours on a rota basis.	Interview
6.	Travelling between schools and partner premises is an essential part of the role	Application Form/Interview
7.	High level of personal musicianship	Application Form/Interview
<b>STAGE TWO</b>	Will only be used in the event of a large number of applicants meeting the minimum essential requirements	
<b>Additional Requirements</b>		<b>Method of Assessment</b>
<b>1. Skills and Knowledge</b>		
1.	Existing track record of leadership/management in a school or a Music Service	Application Form/Interview
2.	Masters level qualification	Proof of qualification
<b>2. Experience/Qualifications/Training etc</b>		
1.	Qualified Teacher Status (QTS)	Application Form/Proof of Qualification
2.	Outstanding track record as a musical director / ensemble conductor	Application Form/Interview

**Date Person Specification prepared/updated**

**February 2025**

**Person Specification prepared by**

**Deputy Director – Children’s Services**

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**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

### **Developing Self & Others**

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

### **Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council's Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

### **Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

### **Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

### **Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

### **Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

### **Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by The Immigration Act 2016.

### **Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

### **Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They're our culture and help define what is expected of each and every one of us.**

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## **Accountability**

take responsibility for actions,  
stand by decisions...

## **Determination**

don't give up, remain positive and  
open to new ideas...



## **Honesty and respect**

be truthful, open, fair, treat others  
how you want to be treated...



## **Making a difference**

work to a high standard, provide a  
quality service, keep it simple...

## **Working together**

share knowledge, support,  
collaborate for better outcomes...



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# Key Information

<b>Job title:</b>	Head of Service
<b>Reports to:</b>	Deputy Director of Children's Services
<b>Location:</b>	Mere Hall, Bolton, BL1 2QT
<b>Start date:</b>	1st September 2025
<b>Salary:</b>	Up to £77,541
<b>Status:</b>	Permanent, with 6 months probationary period
<b>Handover arrangements:</b>	There is provision for some working alongside the previous post holder to secure effective transition

Deadline for applications: 22nd April 2025

Interview date: 29th April 2025

