



Area Music Centre Manager

ABOUT US

West Sussex Music provides high-quality opportunities for over 34,000 children and young people across the county at every level of their creative development. Our mission is to remove barriers to learning and promote the life-enhancing benefits of music. Through inspiring young minds and nurturing their interest, we empower young people to realise their ambitions.

By working with quality assured music practitioners and delivery partners, we ensure that the highest standards of care go hand in hand with musically uplifting experiences.

West Sussex Music, builds on its heritage of over 60 years in education, working with children & young people, their families, schools, and strategic partners; together we change lives through music!

ABOUT THE ROLE

West Sussex Music is seeking to appoint an **Area Music Centre Manager** who will share responsibility with the other members of the management team for developing and growing the work of West Sussex Music.

The core purpose of this role is to act as the central connector between instrumental and classroom music provision in local schools with the objective of growing participation at the local Music Centre. The post-holder will proactively build and sustain effective relationships with schools, locality partners, and community organisations to create clear, supported progression routes for young musicians, increasing awareness, engagement, and attendance at music centre.

You will manage a Saturday music centre and at least one evening music centre. This role will involve you teaching and directing ensembles at Music Centre as well as providing small group instrumental lessons and whole-class projects in local schools.

The postholder will be an exemplar of good practice to colleagues and young people. You will develop our programme of activities, recruit and retain growing numbers of new students, ensure high standards of teaching and learning, and provide support to our teachers, and associates.

You will be committed to increasing access to and participation in West Sussex Music's music-making opportunities through building strong links with local schools.

This position is being offered on a permanent full-time or part-time 0.8fte basis. The post will be based in an identified area of the county and involves regular travel within West Sussex and regular weekend and evening commitments. Your work will take place in schools, at music centre venues on at least one evening per week and on Saturdays, at the office base at Horsham and at our instrument store at Petworth.

Salary & Benefits: Grade 10 - £37,379 to £40,425 [1fte pro rata]

25 days annual leave (plus Bank Holidays), enhanced company pension.

West Sussex Music values diversity and particularly welcomes applications from under-represented groups of the community. To address barriers, we will consider reasonable adjustment and access requirements before, during and throughout the application and interview process.

Area Music Centre Manager

Job Description

Job title:	Area Music Centre Manager
Reports to:	Music Centres Manager
Responsible for:	<ul style="list-style-type: none"> • The development and growth of at least one Music Centre. • Increasing numbers of instrumental & vocal learners in local schools. • Improving progression pathways between schools and music centre. • Increasing school engagement.
<p>Role Summary: The post holder reports to a member of the Education Management Team, and through them to the Senior Leadership Team. The post holder will work as an instrumental teacher in schools, inspire and recruit large numbers of instrumental & vocal learners, quality assure the work of local visiting music teachers, develop strong relationships with local schools, manage at least one music centre, increase membership of the music centres, and develop the range of activities in line with the music centre strategy.</p>	
<p>Key Tasks and Activities</p> <p>Management:</p> <ul style="list-style-type: none"> • Manage the development of a Saturday music centre and at least one evening music centre. • Manage the ensemble and instrumental strategy in the local area. • Manage concerts and events. • Be the relationship manager for schools in those localities, maintaining regular contact with headteachers and music leads. • Promote Music Centre opportunities through in-school assemblies, demonstrations, parent communications, and taster events. • Support visiting music teachers to improve the quality of their teaching, and students' learning, through a structured and responsive quality assurance process. • Mentor and coach teachers new to West Sussex Music or those identified as needing training or support. • Manage pupil recruitment, continuation and retention rates, and progression routes to ensemble and enrichment activities. • Promote progression journeys across the locality to ensure that every learner has a clear route from CIL to small group learning to ensemble participation to advanced pathways. • Ensure equity of access by identifying and championing the needs of CYP from under-represented or disadvantaged backgrounds. <p>Teaching & learning:</p> <ul style="list-style-type: none"> • Deliver inspirational and high-quality instrumental lessons, whole-class first access teaching, and ensemble direction. • Recruit and retain significant numbers of new instrumental learners and ensemble members. • Develop effective teaching and learning resources. • Lead activities and projects that increase access for children and young people to explore music. 	

Organisation:

- Understand all West Sussex Music policies including for IT and Data Protection, Safeguarding and Child Protection, and Emergency Plan, EDI, Youth Voice
- Follow WSM event planning procedures to ensure the safety of all music centre and event attendees.
- Support locality wide projects that link school-based learning with Music Centre progression routes.

Other duties may include, but will not be restricted to:

- Updating website, SpeedAdmin, and relevant SharePoint sites.
- Disseminating information to teachers and associates and communicating with schools.
- Assisting with the maintenance of instruments and equipment.
- Assisting with the ongoing organisation and purchase of music and teaching resources.
- Assisting with approval of pay and expenses claims.
- Collaborating with fellow leadership colleagues to coordinate the effective deployment of teachers.
- Working flexibly to support the priorities of the organisation.

Objectives

• **Music Centre development:**

- Increase the number of Music Centre members
- Increase the number and range of activities on offer at Music Centres
- Improve the quality of teaching and students' learning and progress
- Support the creation of additional income streams – eg. sponsorship, fundraising, donations and advertising

• **Instrumental teaching:**

- Improve access to instrumental and vocal lessons in schools, especially for children & young people from under-represented communities.
- Increase the number of instrumental and vocal learners through increased recruitment and retention.
- Improve the quality of teaching and learning.

• **School engagement & progression:**

- Build strong and effective relationships with schools across the area.
- Establish WSM as an essential partner for all locality schools through consistent relationship building and high-quality support.
- Ensure that schools actively promote WSM opportunities to parents and students.
- Strengthen and increase the number of students progressing annually from CIL to group lessons to Music Centre activity.
- Be an ambassador for WSM in the local community.

• **Locality partnerships**

- Develop active working relationships with locality partners including arts organisations, community groups, youth services and the local authority.
- Lead collaborative projects that raise the profile of WSM's work within the community and increase visibility of Music Centre provision.

Person Specification

We are looking for a successful educator with a proven track record of management and raising music education standards.

	Essential	Desirable
Commitment	Fully committed to the: <ul style="list-style-type: none"> • Vision, mission, and values of WSM, promoting its aims and activities positively. • Highest of standards and best practice across all aspects of the WSM's work. • Ongoing need for change, and able to adopt and promote a forward thinking and innovative approach to continuous improvement. • Safeguarding and welfare of children & young people and the adults who work with them. • WSM Equality, Diversity & Inclusion strategy, including Youth Voice. 	
Qualifications and Development	<ul style="list-style-type: none"> • Relevant educational, musical, and professional qualifications. • Proven evidence of career success. • Evidence of recent and relevant continuing professional development. 	<ul style="list-style-type: none"> • Degree level qualification or equivalent. • PGCE or equivalent teaching qualification.
Leadership and Experience	<ul style="list-style-type: none"> • Successful music or education management. • Experience of managing staff performance and making decisions about individuals' skills and competencies. • Successful management of people. • Experience of managing projects and new initiatives. • Evidence of identifying priorities and creating robust improvement plans. 	<ul style="list-style-type: none"> • Experience of a music service management role. • Head of department in a school or college. • Proven delivery of managing large-scale events at off-site venues.
Knowledge	<ul style="list-style-type: none"> • Up to date knowledge of music education pedagogy, resources, and providers. • Understanding of the national context impacting on Music Education. • Strong understanding of effective music education pathways for young musicians. 	
Personal Qualities and Skills	<ul style="list-style-type: none"> • Effective communication and interpersonal skills. • High level of emotional intelligence and empathy. • Inspirational role model and motivator of staff: flexible, enthusiastic, optimistic, reliable, committed, and reflective. 	

	<ul style="list-style-type: none"> • Able to prioritise and manage own time highly effectively. • A creative thinker who anticipates and solves problems. • Enjoys working with, and has empathy for, young people from all backgrounds. • High level musical skills. • High level ICT skills. • Personal commitment to on-going professional development. • Strong understanding of barriers that limit participation and strategies to overcome them. 	
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Contract details

Location	<p>The role will be based in a specified area of the county.</p> <p>Travel, in addition to commuting, will be necessary on a daily basis to meet stakeholders, and attend events. Travel costs will be paid in accordance with the WSM travel policy.</p>
Hours of Work	<p>Full-time - 37.5 hours per week</p> <p>Or</p> <p>Part-time – 30+ hours per week</p> <p>Your normal working week will include Saturdays during term-time and at least one evening per week.</p> <p>Additionally, a high degree of flexibility, is required, to support for events during evenings and weekends will be expected with time in lieu being agreed in advance with the relevant manager to ensure these are part of your contractual weekly hours.</p>
Benefits	25 days annual leave (plus Bank Holidays), enhanced salary sacrifice pension, employee assistance scheme.
Salary	Grade 10 - £37,379 to £40,425
Application deadline	<p>Sunday 26 April</p> <p>To apply: Please complete the application form</p>
Interview	<p>Stage 1 – Online interview between Monday 27 to Thursday 30 April</p> <p>Stage 2 – In person on Saturday 9 May</p>
Start date	1 September 2026 [possibly earlier]



West Sussex Music is committed to promoting and safeguarding the welfare of children and young people. All posts are subject to enhanced DBS and barred list clearance, a Prohibition check, identity check, confirmation of the right to work in the UK, health assessment and satisfactory references. References will always be taken up in advance of an interview, and we may contact other previous employers for references.