

## Job Title Instrumental Provision Advisor

## Role Profile

**Service:** Music Service  
**Band:** NJC band 9  
**Reporting to:** Head of Service  
**Responsible for:** Instrumental and Vocal Tutors



**TRAFFORD**  
COUNCIL

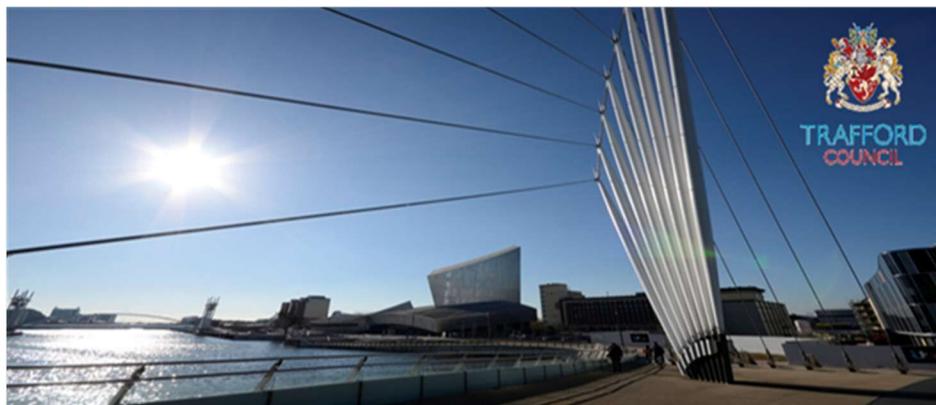
## About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

***Our vision: Trafford – where all our residents, businesses and communities prosper***

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



## Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

**At Trafford Council we are EPIC**

**We EMPOWER** – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

**We are PEOPLE CENTRED** – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

**We are INCLUSIVE** – We are committed to creating an environment that values and respects the diversity and richness differences bring.

**We COLLABORATE** – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

## About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

### Overview

#### Trafford Music Service

Trafford Music Service provides musical opportunities for children from across the borough. We are committed to enabling children from all backgrounds to access high quality music provision through curriculum teaching, whole class or instrumental lessons and ensembles.

We currently teach in primary and secondary schools across the authority as well as providing an after-school music provision at our Music Centre based in Sale.

We are a welcoming and dedicated team of managers, teachers and support staff and can offer a variety of opportunities for professional development. At Trafford Music Service we are committed to nurturing a love of music in children and welcome like-minded enthusiastic applicants.

#### Key duties

##### Leadership & Line Management

- Provide professional supervision (including lesson observations) and line management to a team of instrumental music teachers.
- Assist with the safe recruitment of staff, following robust selection and interview procedures.
- Chair Senior Leadership Team meetings, deliver whole staff training and attend Greater Manchester and Blackburn with Darwen Music Hub network meetings.
- Lead Trafford Music Service in the absence of the Head of Service, making operational decisions and offering support and guidance to all stakeholders.

##### Quality Assurance & Provision Management

- Ensure high quality instrumental provision is available to all pupils both in and out of school.
- Support schools, academies, parents/carers, headteachers and music coordinators as a key point of contact for instrumental provision.

- Support primary schools through instrumental lesson observations and music strategy development, aligned with the National Plan for Music Education.
- Oversee report writing to ensure a consistent high standard.
- Identify gaps in provision and make recommendations to support service growth.

#### **Development of Infant Provision, Primary School lessons and Holiday Provision**

- Oversee the management and ongoing development of the Infant programme at the Music Centre, including the organisation of termly infant concerts, marketing and demonstrations, and regular communication with parents/carers.
- Develop instrumental provision in primary schools and support wider engagement across the service.
- Establish and develop a holiday provisional offer for TMS.

#### **Strategic Responsibilities**

- Act as Strategic Lead for Inclusion for the Music Service, including oversight of the IDEA strategy and Together Orchestra.
- Assist the Head of Service in developing opportunities for children, young people, and families to contribute to service planning, redesign, delivery, and evaluation.
- Keep schools informed about opportunities available, Music Service offers and opportunities from Greater Manchester and Blackburn with Darwen Music Hub partners.

#### **Operational & Budget Management**

- Monitor and manage the staffing budget for instrumental provision, including forecasting expenditure and balancing income to support sustainability and growth, working in collaboration with the finance manager.
- Be the Duty Manager one morning per week to manage staff absence and coordinate cover.
- Take responsibility for locking down the building at the end of one evening session per week in line with procedures.

#### **Project & Event Management**

- Manage, organise, and oversee bespoke projects such as concerts, community events, holiday provision, and music residentials.

## **About You**

### **Qualifications and Professional Development**

- Degree in Music, Education, or a closely related field.
- Evidence of ongoing professional, managerial, and personal development.
- Additional training in leadership, inclusion, or quality assurance (desirable).

### **Experience and Knowledge**

- At least 3 years' experience working with children or young people in an educational or musical setting.
- Post-qualification experience teaching, supporting, or leading music provision for children and young people.
- Strong knowledge and understanding of musical progression, teaching resources and inclusive pedagogical approaches in order to effectively advise tutors and parents/carers.
- Experience of quality assurance systems including lesson observations, performance monitoring, inclusive recruitment and selection.
- Proven experience line managing staff and applying HR-related policies (e.g., attendance, performance, disciplinary).
- Experience contributing to or working as part of a management or leadership team, including developing strategies, policies, objectives, and improvement plans.
- Experience managing budgets or contributing to budget planning, including working with finance colleagues on forecasting and income generation.
- Hands-on experience in project, business, or service planning and producing management reports.
- Experience interpreting and applying national or local government guidance, particularly relating to music education.
- Strong understanding of the National Plan for Music Education and current government initiatives relating to inclusion and music education.
- Strong knowledge of safeguarding, health and safety, and data protection requirements.
- Understanding of inclusion strategies and experience promoting inclusive practice (desirable for the Strategic Lead for Inclusion element of the role).

### **Skills and abilities**

- Exceptional organisational skills, including managing workflows, deadlines, and multi-site provision.
- Strong ICT competence, including the ability to use digital systems for record-keeping, timetabling, reporting, and communication.
- Highly developed written and verbal communication skills, including report writing, presentations, and stakeholder communication.
- Excellent interpersonal skills with the ability to build strong relationships, influence others, and inspire confidence at all levels.
- Strong analytical, financial, and problem solving skills, including the ability to contribute to strategic planning and data informed decision making.
- Highly developed information management skills and a meticulous approach to processes, systems, and documentation.
- Ability to lead staff effectively, support professional development, and foster a positive and high performing team culture.

- Ability to identify opportunities for continuous organisational improvement and service development.
- Ability to champion inclusive practice across the service.

### **Special Conditions**

- Willing and able to travel to sites within Trafford.
- Required to undertake weekly duty responsibilities, which may include arranging staff absence cover morning and/or evening lock-up at the Music Centre.
- Must be available to work on Monday evenings until 5.45pm and Saturday mornings – once every half term, to oversee Music Centre infant provision.
- Must be available to work on Tuesdays, Wednesday evenings (Infants and Together Orchestra), and Thursdays
- With the exception of the above, working hours are flexible in line with service needs.
- Available to support termly concert series, often held at weekends.
- Willingness to accommodate occasional changes to working patterns for special events, meetings, and concerts.
- Enhanced DBS clearance required.

Date prepared/revised: 25/3/26

Prepared/revised by: ROK & KV

Job Evaluation:

### **Health and Safety**

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

### **Equalities & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.  
To recognise the value of its people as a resource.

### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

### **Policy**

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

### **Information Governance**

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.