



AURA

Music Academy



EDUCATION MANAGER
RECRUITMENT
PACK 2024

ABOUT US



Aura Music Academy is an exciting and innovative music education business with studios based in Altrincham and Wilmslow Town Centres. Our focus is to provide teaching facilities of the **highest standard**, with lessons taught in state-of-the-art purpose-built studios with excellent facilities.

The tutors who teach at Aura are highly qualified in both music tuition and performance and are dedicated to providing music lessons **structured to each individual student**.

WHAT DO WE DO?

- We provide studio space for tutors to teach a wide range of lessons, from 1:1 music tuition through to group sessions and holiday clubs.
- Our staff team are passionately focused on ensuring that all tutors at Aura can deliver music tuition in an encouraging yet stimulating environment.

Our Mission:

We aim to provide **dynamic** and **diverse** music education environment **which knows no bounds**.

Our Purpose:

Inspiring the musicians of the future

Our Core Values:

Commitment to the customer:

Customer experience is *paramount*

Quality:

What we do, we do *well*

Passion:

Energise, engage & inspire

Integrity:

Consistently *open, honest & genuine*

Have fun:

Love what you do & *enjoy it!*

APPROX. 700
WEEKLY LESSONS

With our team of 45 tutors, we have around 700 lessons take place every week between our Wilmslow and Altrincham studios.

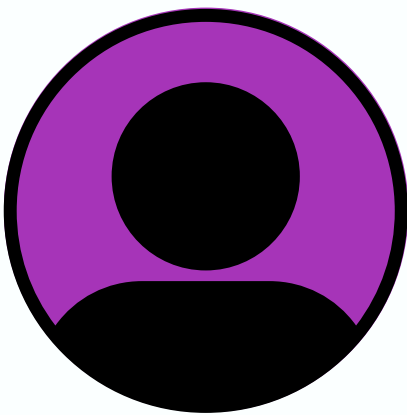
OUR STAFF TEAM



BETHANY DULLEA

Director and Founder

Beth founded our Altrincham studios in July 2016 and oversees the overall running of Aura Music Academy.



TBC

Education Manager

Our Education Manager will be responsible for ensuring the continuation of our expert tuition and creating new curriculums, classes and performance opportunities.



NINA PINTO

Head of Admin

Nina, our Head of Admin, is responsible for ensuring the smooth running of both of our studios, overseeing lesson bookings, email communication with customers and the general logistics of running two busy music schools.

OUR WORK

Aura Music Academy provides expert music tuition in a fun and friendly environment. Our management team ensure that each tutor is experienced, fully trained and well-equipped, allowing their students (and their parents) to feel confident that they are receiving expert music tuition at our Aura studios.



EXCELLENT QUALITY TUITION

We onboard tutors with experience, passion and creativity. This ensures that students are always receiving quality tuition.



PURPOSE BUILT STUDIOS

We have invested significantly to provide well-planned, purpose-built studios which ensure minimal noise interference and a comfortable learning environment.



UNRIVALLED PERFORMANCE OPPORTUNITIES

Our monthly student concerts provide our students with valuable performance opportunities on a regular basis.



ABRSM & RSL EXAM CENTRE

We are proud to be an ABRSM and RSL private exam centre, meaning that students can sit their exam in a comfortable, familiar environment.

OUR CULTURE

At Aura, we are committed to providing dynamic and diverse music education which knows no bounds. This commitment brings tenacity in dealing with challenges and huge personal satisfaction from successful projects.

We encourage a creative atmosphere where new ideas can flourish. People who thrive in our organisation enjoy a role where they take on a high level of personal responsibility for achieving outstanding results whilst building strong relationships both internally and externally.

We promote a culture where our staff, tutors and students are enthusiastic about Inclusion, where difference is celebrated, and everyone can be themselves, feel respected and able to contribute to their full potential.

What does an Aura Music Academy team member look like?

Commitment to the customer:

Customer experience is paramount. We are dedicated to consistently providing expert music tuition in a communicative, clear and confident manner.

Quality:

What we do, we do well. We very carefully choose the lessons and services that we provide at Aura, ensuring that what we do provide is of an outstanding standard.

Passion:

Energise, engage & inspire. We create an environment in which our team are able to fully engage with our students, creating an energetic atmosphere within our studios.

Integrity:

Consistently open, honest & genuine. We are proud to have strong company morals, ensuring that our students are receiving the service that they deserve.

Have fun:

Love what you do & enjoy it! We are passionate about creating a fun and friendly atmosphere within our studios. If our team love what they do, then our students will love their lessons too!

JOB DESCRIPTION

Aura Music Academy Job Description: Education Manager (20 hours per week)

About Aura

Aura Music Academy is an exciting and innovative music education business with studios based in Altrincham and Wilmslow Town Centres. Our focus is to provide music lessons of the highest standard, taught in state-of-the-art purpose-built studios with excellent facilities. Our tutors are highly qualified in both music tuition and performance and are dedicated to providing music lessons structured to each individual student. We teach a range of lessons at Aura, from 1:1 music tuition through to group sessions and school workshops. Our vibrant and dynamic tutors are passionately focused on delivering music tuition in an encouraging yet stimulating environment. Aura Music Academy has grown substantially in the last eight years. We are looking to recruit a dedicated and dynamic part time Education Manager to oversee the tuition and services provided at both of our music schools. We are looking for the right person with excellent energy, ability to work under their own initiative, and exceptional creative skills to grow with the team and develop their career within Aura Music Academy.

Job brief

We are looking for a creative and enthusiastic part time Education Manager to help develop and maintain our excellent level of music tuition at Aura Music Academy. You will be responsible for overseeing the overall curriculum and services we provide at Aura, as well as developing new classes and timetables, supporting our tutor team and creating tutor training days.

Our ideal candidate will be an experienced music educator, with a real passion for providing music education to both children and adults. You should have experience working in a busy music education centre or school, preferably having previously managed a team of teachers/music educators. Aside from your music education experience, you should be skilled at organising and solving problems, as well as being a creative and conceptualist. Interpersonal and mediation skills will also be very useful, since you'll often be acting as a liaison between our tutors, students and parents. Ultimately, the duties of the Education Manager are to make ensure our school continues to provide expert music tuition and that we keep our students motivated and happy.

Responsibilities

- Oversee the educational operations of the school and logistics of the lessons and tutor team working on set days.
- Assist the Director and Head of Admin in planning and implementing strategies to attract, retain and motivate students, ensuring opportunities for the students to shine as well as for the business to grow.
- Coordinate customer service operations and provide support to the team: overseeing logistics for events, concerts and tutor training etc.
- Support the online presence media activity and contribute content to Aura Music Academy's website and social media to strengthen our brand presence.
- Monitor and maintain teaching supplies and conduct regular audits to ensure the studios are functional and presentable.
- Communicate with customers and evaluate their needs and handle any complaints.
- Act as our school's representative and set an example for our tutor team.
- Supporting the work of the Director and the tutor team as needed.

JOB DESCRIPTION

Person Specification

Essential criteria:

- Experience working in an educational environment
- Strong interpersonal skills, an ability to quickly strike a rapport with people from diverse backgrounds
- Experience providing educational support to tutors/team members
- Ability to take initiative
- A willingness to pick up the phone, both to contact others and to be the first point of contact with callers
- Excellent written and verbal communication skills
- Highly efficient, excellent organisational skills with strong attention to detail.
- Computer literacy (with Word, Excel, Powerpoint as basics)
- Willingness and flexibility to work across a range of tasks and activities and a willingness to learn new skills
- Excellent organisation and prioritisation skills

Personal attributes:

- Self-starting, highly organised and able to manage multiple tasks
- Creative/ideas person
- Ability to respond flexibly to changing priorities, and to both set and work to deadlines
- A good team worker who enjoys supporting other members of a team and working together for common objectives
- Ability to create a fun and friendly environment for both our customers and team
- Good written and spoken English

Desirable criteria:

- Experience in management within an educational setting
- Experience in SEND teaching
- Knowledge of content management systems, knowledge of My Music Staff would be a bonus
- Advanced DBS certificate holder (must be willing to undergo DBS check if not)
- First Aid trained (must be willing to undergo training if not)

Salary, benefits, and other key information

The line manager for this role is the Director of Aura Music Academy. This is a permanent, part-time post that commences from **3rd February 2025**.

1. Starting date:

The position is available from 3rd February 2025.

2. Salary:

£34,000 - £38,000 pro rata (depending on experience)

3. Hours of work:

This post requires a working week of 20 hours. Flexible working hours are available and some working from home will be possible. There is an expectation to attend all student concerts and events (there are approximately 10 concerts per year, usually taking place on a Friday evening or Sunday afternoon) and be present in the studios for a minimum of 8-10 hours per week.

4. Length of contract:

This role is a permanent position.

5. Probationary period:

All new employees undertake a probationary period of 6 months; in which time they are expected to demonstrate their suitability for the post.

6. Notice period:

During the probation period: Six weeks. After the probation period: Eight weeks.

7. Location:

The post is located at both of Aura Music Academy's studios - 4 Lloyd St, Altrincham WA14 2DE and 6 Parkway, Wilmslow, SK9 1LS.

JOB DESCRIPTION

Recruitment Process

Please apply by sending a CV (maximum 2 pages) and cover letter (maximum 1 page) in English to bethany.director@auramusicacademy.com. Do not send any other documents or attachments at this time. In your cover letter, please state where you saw the job advertised and describe and give examples of how you meet the requirements in the Person Specification. In your CV please make clear which of your work has been full-time or part-time and which paid, internships or volunteer.

Applications will be reviewed on a rolling basis. Interested candidates are encouraged to apply as soon as possible and suitable candidates will be contacted at the earliest opportunity. The final application deadline is Monday 6th January 2025. Due to limited staff capacity, we will only be able to contact shortlisted candidates. If you have not heard from us 10 days after the deadline, unfortunately you have not been shortlisted for interview at this time.

Interviews will be held on Thursday 9th January 2025 at our Altrincham studios.

The subject of the email should be 'Education Manager' followed by your Surname (Note this is essential, otherwise your application may never be seen by the recruitment team). All candidates must have the right to live and work in the UK. If you are made an offer of employment, this will be subject to verifying that you are eligible to work in the UK before you start work.

We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, gender identity, age or any other status.

GENERAL TERMS + CONDITIONS

Holidays: 28 days per annum (increasing with length of service).

Pension: Aura Music Academy contributes to the NEST Pension Scheme. Full details will be provided.

Parental leave: Statutory for first 12 months service. Full pay for 3 months followed by statutory pay for all staff having served more than 12 months.

Hours of Work: Part Time - 20 hours per week. Flexible working hours are available and some working from home will be possible. There is an expectation to attend all student concerts and events (there are approximately 10 concerts per year, usually taking place on a Friday evening or Sunday afternoon) and be present in the studios for a minimum of 8-10 hours per week.

Duration of post: This post is offered on a permanent basis. All new employees undertake a probationary period of 6 months; in which time they are expected to demonstrate their suitability for the post.

Closing Date: Monday 6th January 2025

Interviews: Thursday 9th January 2025

As an inclusive employer, Aura Music Academy values diversity and we're committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. We actively encourage applications from people of all backgrounds and cultures.

Thank you for your interest in working for Aura Music Academy. We look forward to receiving your application.