

Music Enrichment Co- Ordinator

Recruitment Pack



WELCOME FROM OUR PRINCIPAL – Ruthie Jacobs

Dear Applicant,

I am delighted to welcome you to Laureate Academy and thank you for your interest in joining our team. At Laureate, our ethos is at the heart of everything we do, and we are steadfast in our commitment to it. We believe that every student should have access to an education that offers *"the best that has been thought and said."* As a team, we are dedicated to providing a knowledge-rich and stimulating education complemented by a strong extracurricular programme and robust pastoral support, enabling every student to thrive and pursue a future full of choice and opportunity.

We are committed to creating an academy with high standards of teaching and behaviour, ensuring that no child is left behind. Everything we do is framed by our three core values: Knowledge, Aspiration, and Respect. We encourage students to *"Work Hard, Aim High, and Be Kind,"* and these values guide the work we do as staff, too.

Thank you for your interest in our Music Enrichment Co-Ordinator role. This is an exciting opportunity for an enthusiastic and dedicated individual to join our team and contribute to the continued success of Laureate Academy. The Music Enrichment Co-Ordinator will be a prominent, visible presence around the Academy. They will lead and develop a broad and inclusive music enrichment programme that supports students of all abilities and interests.

As part of our team, you will be instrumental in shaping our students' academic journey and personal growth. If you share our passion for high standards, student success, and a commitment to shaping well-rounded individuals, we would love to hear from you.

Future Academies is passionate about diversity and inclusivity. We welcome applications from individuals with the skills and experience to fulfil the requirements of the job description, and whose values and qualities align with those in the person specification. We encourage applications from candidates of all backgrounds, regardless of any protected characteristic.

If you would like to discuss the role in more detail, please do not hesitate to contact Amber Mathews, PA to the Principal and HR Co-Ordinator at HR@laureate.futureacademies.org.

We look forward to receiving your application.

Best wishes,

Ruthie Jacobs
Principal



JOB DESCRIPTION

JOB TITLE:	Music Enrichment Co-Ordinator
LINE MANAGER:	SLT
CONTRACT TYPE:	Part Time/ Flexible
SALARY:	<p>Hourly Rate – inline with school pay scales</p> <p>Starting salary to be confirmed upon appointment, subject to experience.</p>
PLACE OF WORK:	Laureate Academy
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
STAFF BENEFITS:	<p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none"> • A supportive ethos and concern for the well-being of all colleagues. • Excellent CPD opportunities and career progression. • Employer Contributions to Local Government or Teachers Pension Scheme. • Mintago – employee benefits platform. • Employee Assistance Programme. • Access to a Virtual GP • Eye Care Voucher scheme. • Partnership with YellowNest -Salary sacrifice childcare. <p>For further information regarding our staff benefits, please visit our website.</p>
PROBATION PERIOD:	The post holder will be required to complete a 4/6 month probation period

We are seeking a passionate and dynamic Music Enrichment Co-ordinator to join our vibrant secondary school community. This is a fantastic opportunity for an enthusiastic musician or music educator to lead and develop a broad and inclusive music enrichment programme that supports students of all abilities and interests.

Key Responsibilities:

- Co-ordinate and support our external music enrichment programme, working closely with peripatetic music tutors and external agencies to ensure a cohesive and high-quality experience for students.
- Lead and manage internal extracurricular music activities, including running or facilitating music clubs, choirs, instrumental ensembles, and band rehearsals.
- Organise, lead, and support school concerts, performances and music events, including liaising with staff and external providers, planning rehearsals, and ensuring successful delivery.

Skills and Experience Required:

- Strong musical background with experience in performing, leading ensembles, or music education.
- Excellent organisational skills and the ability to manage multiple programmes and events simultaneously.
- Strong interpersonal and communication skills, with the ability to work effectively with students, staff, parents, and external partners.
- Ability to inspire, engage, and motivate young people through music.
- Experience of working in an educational or youth setting.
- Basic administrative and IT skills to manage scheduling, communication, and resources.

We Offer:

- A supportive and collaborative working environment.
- Opportunities for professional development and training.
- A school community that values the arts and promotes creativity.
- Well-equipped music facilities including rehearsal spaces and instruments.

This post would suit a qualified music teacher, professional musician, music tutor, or arts co-ordinator with a genuine enthusiasm for enriching the musical life of a secondary school.

Laureate Academy is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check and satisfactory references.



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks but sets out the main expectations of the Trust in relation to the potholder's responsibilities and duties at this time.

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> • Evidence of Continuous Development • A degree – 2:1 or above • Previous experience as a Music Teacher/ Tutor or being a professional musician 	<ul style="list-style-type: none"> • Qualified Teacher Status •
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
•	<ul style="list-style-type: none"> • Experience with Music and Arts. 	<ul style="list-style-type: none"> • Any other relevant knowledge or skill
Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements		
	<ul style="list-style-type: none"> • Commitment to the safeguarding and promotion of the welfare of all children and young people. • Commitment to equality and Diversity. • Have high expectations of young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them. • A commitment to undertake all relevant in-service training and continual professional development. • To comply with Academy routines and protocols as written and intended. • To demonstrate awareness of the need to promote and protect the Academy's profile and reputation. • A willingness to be involved in extra-curricular activities. 	

WHAT CAN WE OFFER YOU?

1

Colleagues who care about the children they serve and each other.

2

A curriculum that is centrally resourced and locally owned.

3

An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.

4

Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.

5

A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.

6

A two-week October half term with no reduction in holidays elsewhere.

7

Integrated instructional coaching through StepLab, enabling feedback which is timely, developmental and low-stakes.

8

Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.

9

We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.

10

We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 60%.

APPLICATION PROCESS

1. Applying for the role

- To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)
- Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.
- Applications must be received no later than **8.00am on Monday, 04 August 2025**. Applications after this date will not be considered.

2. Interview Process

- The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

- Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.
- Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

- The successful candidate will take up the post as soon as possible.

5. Additional information

- For further information please email HR@laureate.futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

- As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

