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| Job Title | Regional Music Development Lead |
| Salary Range | £38,124 per annum to £39,176 per annum (pro-rata) |
| Contract Type | Permanent, variable hours contract for 0.4 FTE, with the possibility of further hours based on available teaching. |
| Closing Date | Sunday, 31 st May 2026 |
| Interview Date(s) | Tuesday, 9 th June and Wednesday 10 th June |
| Start Date | Tuesday, 1 st September 2026 |
| Interview Location | Mid Herts Office in Hatfield |
| Application | Music Service application Form, CV and covering letter |
| Email Contact | musichr@hertfordshire.gov.uk |

Hertfordshire Music Service Development Lead Job Description

Job Title: Regional Music Development Lead

Employment Contract: Hertfordshire County Council – Hertfordshire Music Service Terms and Condition

Salary Range: £38,124 per annum to £39,176 per annum (pro-rata)

Location: Based in the North Herts region of Hertfordshire, with a need to attend various locations as required

Commitment: Permanent, variable hours contract for 0.4 FTE, with the possibility of further hours based on available teaching.

Hertfordshire Music Service

For over 40 years Hertfordshire Music Service has delivered musical opportunities for young people throughout the county. The service is now one of the largest in the country, with thousands of young people involved in regular musical activities with hundreds of HMS teachers. The HMS ‘Musical Voices’ vision for 2020-30 aims to ensure all young people in Hertfordshire can discover their own unique musical voice as well as the service becoming a fully inclusive music service.

To achieve the aims of the ‘Musical Voices’ vision, HMS is now continuing on a journey of transformation to ensure the service is best placed to meet the changing needs of the young people in Hertfordshire over the next decade.

Purpose of the Job

Our team of Development Leads work closely and collaboratively with leaders across the service to support the continued delivery of high-quality musical provision and achieve the aims of the 'Musical Voices' vision.

The Development Lead roles also operate as regional and/or countywide subject specialists, using the variety of knowledge and expertise across the team to support and mentor colleagues, enabling the Service to reach its strategic goals. For our Regional Music Development Leads, this involves a wide range of activities that includes supporting school music leads with practical skills as well as leading concerts, courses and events.

The post holder will also influence how our strategic goals are achieved as part of our Music Team meetings – recent work includes refining a teacher self-reflection process and contributing to a 2 year concerts and events plan.

Alongside their regular teaching commitments, the role may be required to deliver workshops or training sessions as part of the service CPD programme for both internal colleagues and schools as part of an expanded school support programme.

Main Areas of Responsibility

- Support the service to deliver on its strategic goals by operating as a regional and/or countywide subject specialist as part of the Development Lead team.
- Support, develop and deliver in an area of additional responsibility, as outlined separately.
- Provide advice and support as required to improve musical participation and progressive outcomes. Particular focus will be on improving outcomes for children in challenging circumstances in line with the HMS Equality, Diversity and Inclusion action plan.
- Line manage and develop a team of teachers (typically numbering between 8 and 12 direct reports) to ensure staff are clear on expectations of operational and administration requirements for HMS, and that these are completed in a timely manner.
- Deliver the HMS performance management process following the frameworks and processes set out
- Work collaboratively to support countywide and cross area projects and events including concerts, holiday courses, residentials, tours, festivals and conferences.
- Meet aims and objectives specific to the area of specialism

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

Qualifications, Skills, Knowledge, and Experience

- Educated to RQF level 6 and/or equivalent extensive experience of delivering music education activities in a range of settings across many different genres, particularly linked to a specific development lead role
- Evidence of successfully providing musical, educational, and personal outcomes for young people through the delivery of high-quality instrumental music tuition
- Good knowledge of the wider impact of music education with an understanding of related research, advocacy, and pedagogical development
- Evidence of strong stakeholder management skills, particularly with schools and Hub partner organisations
- Experience of mentoring or coaching colleagues
- Good problem-solving skills, utilising knowledge, and experience from across the sector
- Good written and verbal communications skills
- Good teamworking skills
- Strong ICT skills

Safeguarding, Diversity & Inclusion

Hertfordshire Music Service and Hertfordshire County Council is committed to enabling all children and young people, regardless of background or circumstances, to discover or develop their unique musical 'voice' and express themselves through the language of music.

Safeguarding and promoting the welfare of children, young people and vulnerable adults are of paramount importance, and both Hertfordshire Music Service and Hertfordshire County Council expect all colleagues to share this commitment.

We are proud to be a Disability Confident employer and guarantee an interview to anyone disclosing a disability whose application meets the minimum criteria for the post.

An enhanced DBS 'Disclosure and Barring Service' check for regulated activity and the Children's and Adults' Barred List checks will be required for this role.