

Hertfordshire Music Service Lead Teacher Job Description

Job Title	Lead Instrumental / Vocal Teacher
Salary Range	£36,798 per annum (pro rata)
Contract Type	Permanent, variable hours contract for 0.1 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

Job Title: Lead Instrumental / Vocal Teacher

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

Salary Range: £36,798 per annum (pro rata)

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

Commitment: Permanent, variable hours contract for 0.1 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

Lead Instrumental Teachers will be expected to work collaboratively to manage and support the continued delivery of high-quality musical provision across Hertfordshire whilst delivering instrumental/vocal teaching.

Through a matrix style working arrangement, Lead Instrumental / Vocal Teachers will operate as subject specialists, each using their specific knowledge and expertise to

support and mentor colleagues to enable the service to reach its strategic goals and musical vision.

Alongside their regular teaching commitments, Lead Instrumental / Vocal Teachers may be required to deliver a range of provision that includes, but is not limited to; workshops, ensemble tutoring, course leadership, management of specific projects and/or training sessions as part of the CPD programme for both internal colleagues and schools.

Lead Instrumental / Vocal Teachers will line manage a team of teachers and provide general support, operational guidance and advice and take responsibility for quality assurance and performance management duties.

Main Areas of Responsibility

- Deliver a wide range of provision offered by HMS to children and young people, schools and HMS staff including high-quality instrumental/vocal tuition, workshops, ensemble tutoring, course leadership, management of specific projects and/or training sessions.
- Support the Service and its teachers to deliver the Service's strategic goals by operating as a subject specialist, mentor and coach as required.
- Provide advice and support as required to improve musical participation and progression. 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.
- Ensure that a team of teachers has been quality assured following the frameworks and processes set out by the Head of Instrumental Studies and Director of Music.
- Assist with new teacher induction and provide ongoing subject matter expertise as required to support teachers in delivering consistently high quality music lessons.
- Work collaboratively with the Music Leadership Team and Music Director to build effective, well supported teams of instrumental teachers.
- Work collaboratively to support countywide and cross area projects and events including concerts, holiday courses, residentials, tours, festivals and conferences.

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

- Meets both the essential and desirable person specifications and key competencies of the role of HMS Instrumental / Vocal Teacher
- Experience of people management and enabling teacher colleagues to reflect on, refine and develop teaching practice to meet the needs of students
- Extensive experience of delivering music education activities and projects in a range of settings
- Good knowledge of the wider impact of music education with an understanding of related research, advocacy, and pedagogical development
- Good problem-solving skills, utilising knowledge, and experience from across the sector
- Good written and verbal communications skills
- Good teamworking skills
- Strong ICT skills
- Strong time management skills with the ability to effectively prioritise tasks, especially at the busiest points in the year

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.