

# Early Years Music Leader

## **SOUTHEND THEATRES**

Job Description  
Person Specification

September 2019

[southendtheatres.org.uk](http://southendtheatres.org.uk)  
[hqtheatres.com](http://hqtheatres.com)



**hq**  
**THEATRES &  
HOSPITALITY**  
The UK's premier provider of  
live entertainment and hospitality

HQ Theatres & Hospitality (HQT&H), the UK's second-largest venue operator, is a division of Qdos Entertainment Ltd, one of the largest entertainment Groups in Europe.

Southend Theatres provides a stunning range of live entertainment, theatre and dining in our two venues, the **Cliffs Pavilion** and the **Palace Theatre**, in the heart of Southend-on-Sea.

**The Cliffs Pavilion** is one of 12 venues within HQ Theatres & Hospitality's (HQT&H) current portfolio of regional theatres and concert halls. HQT&H currently manages 18 auditoria on behalf of local authorities, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. Last year HQT&H programmed a total of 2,354 shows which attracted attendances of over 1.5 million.

**The Palace Theatre**, which opened in 1912, is a delightful Edwardian theatre retaining many features from its music hall origins, and includes The Dixon Studio located on the first floor. The studio is regularly used for a range of small-scale presentations including both amateur and professional productions, stand-up comedians and children's theatre.

Employment type: Part time

Salary: £25 per hour

Hours: 2 hours every Friday in term-time from 9:30 -11:30.

Work location: You will be based at Southend Theatres Ltd.

Purpose of the role: To plan and facilitate Southend Theatres Baby Beats and Mini Maestros music classes for Early Years.

Our ideal candidate: The successful candidate will have experience in planning and delivering music classes for babies and toddlers. They will have professional music training and have extensive experience in teaching. The candidate should have a sound understanding of safeguarding.

## REPORTING

The Early Years Music Leader reports to the Community and Education Manager.

## PURPOSE OF THE POST

Under the overall direction of the Community and Education Manager, to provide and deliver *Baby Beats* and *Mini Maestros* baby and toddler music classes on behalf of Southend Theatres Ltd. *Baby Beats* and *Mini Maestros* are music based learning and development classes for babies and toddlers, therefore professional music training and teaching experience is required. Both classes promote links to the EYFS (Early Years Foundation Stage Curriculum). The Early Years Music Leader must engage participants by singing, music, instruments and visual props.

## ACCOUNTABILITIES

Key Accountabilities of the Post are to:

- The plan and deliver weekly music classes during term time covering a range of skills including but not exclusively: building on participant's recognition or pitch, rhythm, melody and tempo.
- Use toys, puppets, percussion, and musical concepts, musical games and movement to introduce participants to early musicianship in a fun and supportive environment.
- To provide regular updates of *Baby Beats* and *Mini Maestros* activities as required by the Community and Education Manager.
- To ensure delivered sessions are distinct and age appropriate for Early Years Foundation Stage Learning. *Baby Beats* is for children aged 6-18 months and *Mini Maestros* is for children aged 18 months - 3 years.
- To ensure registers, contact details and monies are carefully managed and maintained, always liaising with the Community and Education Manager.
- To locate and provide suitable and adequate cover in the event that you are unable to attend for any part of the agreed dates and times. To agree cover arrangements with the Community and Education Manager in advance.

### OTHER DUTIES AND RESPONSIBILITIES

The post holder will:

- Ensure all duties are carried out in accordance with departmental and company Health & Safety procedures.
- Dress in accordance with Company uniform policy and wear protective clothing as issued, if applicable.
- Attend meetings as required.
- Undertake any relevant training and development that may be required and keep abreast of developments in his/her field of expertise.
- Hold adequate valid insurance with respect to legal liabilities for injury to persons of the public and to be in possession of an up to date Disclosures and Barring Services certificate (DBS).
- Carry out any other duties as required from time to time, taking into consideration the grade of the post and the capabilities of the post holder.

## PERSON SPECIFICATION

In order to be considered for this post you will need to evidence and demonstrate:

### Experience & Knowledge

- An understanding of the Early Years Foundation Stage Curriculum and evidence of practical application in previous experiences.
- Sound knowledge of safeguarding and good practice.
- 3 years teaching experience within a performing arts capacity.
- You should have a strong singing voice.
- Public Liability Insurance
- DBS Check
- A demonstrated passion for the arts and have a proven track record of delivering high quality music classes to the Early Years age bracket.
- You should have professional musical training.

### Skills

- Excellent communication and people skills; possessing the ability to forge professional relationships with theatre staff and parents/carers which you will be in regular contact with.
- Highly organised; coming prepared each week with a session plan and all relevant materials to facilitate music classes for the relevant age groups.
- Leadership; confidently facilitate weekly sessions to changing audiences of families and very young children.

### Attitude

- Be creative, proactive and flexible in supporting Early Years participant's understanding of musical development.
- Self-starter, hold the ability to work independently and off your own initiative.
- Discretion in handling matters of confidentiality.
- You must be reliable and able to commit yourself to teaching the same classes at a regular time each week.

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### Job Description Person Specification

I acknowledge receipt of, and confirm my agreement to, carry out the duties described in the attached job description. I understand it is current at the date shown and that, in consultation with me, it is liable to variation by management to reflect or anticipate changes in, or to, the job.

Signed

Date

[Post Holder]

Signed

Date

[for and on behalf of Southend Theatres Ltd]