

PERSON SPECIFICATION

Job Title:	Leeds Junior Conservatoire Manager
Department:	Strategic Partnerships Team
Summary of Duties & Responsibilities:	• Manage and coordinate the Leeds Junior Conservatoire programmes, including The Junior Conservatoire Saturday Music School and other relevant activity e.g. short courses, performances, ensemble projects, and outreach activity. • Collaboratively develop (with relevant stakeholders inc other school heads, academics and departmental colleagues) LJC curriculum, reviewing staffing, modules, optionality and scheduling. • Work with external educational partners e.g. Music Hubs and develop (alongside Partnerships Team) new relationships/partnerships that support delivery, engagement and progression. • In coordination with Marketing and A&P teams, plan and develop relevant activity with schools with the objective of increasing student recruitment to LJC from under-represented groups as identified in the conservatoire's Access, Participation and Progression commitments.

Key

E = Essential Criteria for Post
D = Desirable Criteria for Post
A = Application Form
I = Interview

R = Reference
T = Test
C = Certificate/Documentary Evidence
✓ = Use in how measured

CRITERIA	E/D	HOW MEASURED				
		A	I	R	T	C
QUALIFICATIONS & ATTAINMENTS						
1. Honours Degree in Music/Drama or equivalent qualification/professional experience.	E	✓				✓
2. An area of expertise relevant to working in a Junior Conservatoire.	E	✓	✓			
3. Evidence of ongoing CPD relevant to music education, pedagogy, safeguarding or inclusion.	D	✓				

CRITERIA	E/D	HOW MEASURED				
		A	I	R	T	C
4. PGCE, or Postgraduate qualification in relevant discipline or equivalent experience/professional standing.	D	✓				✓
EXPERIENCE & KNOWLEDGE						
5. Experience of teaching under 18's.	E	✓				
6. Experience of working with students of mixed ability.	E	✓	✓			
7. Knowledge of the music education sector including regional music hubs, alternative provisions and funders.	E	✓	✓			
8. Operational management experience of music/drama courses or similar.	D	✓			✓	
9. Knowledge of a broad range of music/drama topics, genres, instrumentations.	D	✓				
SKILLS & COMPETENCIES						
10. Exceptional digital and IT skills to support organisation and communication.	E		✓			
11. People and line management skills	E	✓	✓			
12. High standard of communication skills.	E	✓	✓			
13. High standard of time management skills.	E					
14. Ability to support budget planning and to manage budgets and financial transactions.	E	✓	✓			
15. Ability to collaborate and work with both internal and external stakeholders e.g. partnership project delivery.	E		✓		✓	
16. Ability to innovate, bringing original ideas around content and collaboration.	E		✓		✓	
17. The ability to solve problems and work under pressure.	E	✓				
18. Data management skills, and able to adhere to GDPR	E	✓				
VALUES & ETHOS						
19. Commitment to an understanding and promotion of the conservatoire's vision and ethos.	E		✓			
20. Demonstrates respectful and inclusive working practices. Treating others with dignity and respect and helping to remove barriers to participation.	E		✓			
21. Commitment to Safeguarding young people and vulnerable adults.	E		✓			
WORK CIRCUMSTANCES						
22. Ability to participate in weekend/evening events (including Saturday term time delivery) as required.	E	✓	✓			
23. Ability to work in a collaborative way both in person and remotely.	E	✓				

APPROVAL OF PERSON SPECIFICATION - LC	
Compiled By:	James Warrender
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