

CANDIDATE PACK

Head of Bexley Music



Start date:
January 2027

Location:
Bexley Music
Belmont Road
Kent
DA8 1LE

About Us

Bexley Music is the lead provider of music education in the London Borough of Bexley and a Principal Partner in the South East London Music Hub. As part of London South East Academies Trust (LSEAT), we aim to enrich the lives of thousands of children, young people and adults every week through high-quality, inclusive musical opportunities delivered in schools and at our thriving Music Centre at Belmont Academy.

From individual and group instrumental lessons and workshops to choirs, bands, orchestras and ensembles, we provide exciting pathways for musicians of all ages and abilities to learn, perform and flourish.

Our vibrant programme includes regular concerts and performances in prestigious local, national and international venues, inspiring students to experience the joy and power of music-making at the highest level.

At the heart of everything we do is a commitment to widening access, nurturing talent and raising aspirations. Working in partnership with schools, families, arts organisations and the wider community, Bexley Music champions excellence, creativity and inclusion in all its activities. Through this work, we help to shape the cultural landscape of the borough and ensure that every child and young person has the opportunity to develop their musical potential.





About the Trust

Bexley Music is part of London South East Academies Trust - a multi-academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:
LSEAT.co.uk



Job Description



Job title: Head of Bexley Music

Salary: H45 to H48 on the LSEAT Harmonised Payscale

Contractual Hours: Full-Time (37 hours per week)

Contractual Weeks: 52 weeks per year

Position Status: Permanent

***Working week Tues-Sat. Availability for evening/weekend activities and Music Tours throughout the year is a requirement for the post.**

About our vacancy

We are looking to appoint an inspiring and committed Head of Bexley Music to lead and develop our music service. This is a full-time permanent position.

We are seeking a candidate who is:

- Passionate about high-quality music education for all children and young people.
- An experienced leader with a strong background in music education.
- Committed to raising standards and widening participation in music.
- An excellent communicator who builds positive relationships with schools, partners, and colleagues.
- Equipped with strong leadership, organisational, and interpersonal skills.
- A resilient and innovative professional who enjoys working collaboratively to drive continuous improvement.

This is a unique opportunity to lead and shape one of London's most vibrant and ambitious music services. As Head of Bexley Music, you will play a pivotal role in driving the strategic direction of the organisation, delivering its vision and influencing music education across the borough. You will join us at an exciting point in our development, with the opportunity to build on a strong foundation of success while leading the next phase of growth, innovation and impact.

Working with a talented and committed team of music educators, leaders and partners, you will have the platform to champion excellence, inclusion and progression in music education. You will develop and strengthen relationships with schools, cultural organisations, communities and regional partners, ensuring that children and young people have access to exceptional musical opportunities and clear pathways for achievement.



Job Description

Strategic Leadership and Governance

- Be responsible for the overall running of Bexley Music, including planning, developing and implementing a high-quality music provision.
- Provide clear, confident strategic leadership for Bexley Music, aligned with the priorities of London South East Academies Trust (LSEAT), ensuring a compelling vision, long-term sustainability and organisational impact.
- Lead the development, implementation and review of strategic and operational plans, embedding the organisation's vision, mission and values across all activity.
- Lead Bexley Music's commitment to Equality, Diversity and Inclusion, ensuring that all children and young people and members of the community, regardless of their background, ability or circumstances, have access to meaningful, high-quality music opportunities.
- Navigate and lead organisational change in response to national policy, funding reforms and sector developments, including the evolving Music Hub model, the proposed National Centre for Arts and Music Education, and the Arts Council England investment cycles.
- Represent Bexley Music with authority at borough, regional and national level, acting as a visible advocate for high-quality music education.
- Build and sustain strategic partnerships with schools, local authorities, Arts Council England, cultural organisations, funders and regional networks.
- Work effectively with LSEAT and the Bexley Music Development Group to ensure strong governance, compliance and effective decision-making.
- Report regularly on performance, impact and development to boards, stakeholders and partners.



South East London Music Hub

- Fulfil responsibilities as an Executive member of the South East London Music Hub Consortium (South East London Music Education Ltd. – SELMEL)) ensuring full compliance with the Arts Council England Relationship Framework.
- Manage and carry out the day-to day work of SELMEL and lead on the strategic functions for music hubs.
- Support the Directors of SELMEL in operating the company legally.
- Comply with the terms of the Arts Council England revenue and capital grant Funding Agreements.
- Comply with SELMEL's obligations under partnership agreements, including the subgrant agreement.
- Work with members of the SELMEL Executive and the wider partnership to ensure accountability for the delivery of high-quality music education, with a focus on learner outcomes, quality assurance and the achievement of agreed targets.

Financial Leadership and Sustainability

- Hold overall accountability for the financial health, sustainability and resilience of Bexley Music.
- Act as Budget Holder, overseeing financial planning, monitoring, reporting and resource allocation.
- Ensure value for money and effective use of resources across all areas of operation.
- Lead income generation through trading, partnerships, funding bids and external opportunities.
- Ensure compliance with financial regulations, including payroll oversight and audit requirements.

People Leadership and Culture

- Lead, support and develop a high-performing, inclusive workforce, promoting a culture of ambition, accountability, collaboration and wellbeing.
- Provide line management across the organisation, including senior leaders, administrative teams, instrumental staff and coordinators.
- Lead recruitment, safer recruitment practices and workforce planning to ensure high-quality appointments.
- Oversee performance management, appraisal systems and professional development for all staff.
- Ensure strong internal communication, cross-team collaboration and clear accountability structures.
- Promote workforce and school staff development through training programmes and sector networks (Primary, Secondary and SEND), including delivering borough-wide CPD for both school and Bexley Music workforce.
- Ensure full compliance with employment law, HR best practice and organisational policies.

Programme, Quality and Artistic Leadership

- Hold overall responsibility for the quality, relevance and reach of Bexley Music's educational and artistic programme.
- Ensure high-quality delivery across all Music Service provision, including:
 - Instrumental and vocal tuition
 - Ensembles
 - School and Music Centre provision
 - Performances, events and creative projects
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 - Performances, events and creative projects
- Ensure the existence of clear progression pathways in all provision and for all musicians (including encouragement into higher education, specialised training, and professional careers in the music industry)
- Lead the development and implementation of the Bexley Music Quality Framework, ensuring robust monitoring, evaluation and continuous improvement.
- Provide artistic and musical leadership, modelling high standards of musicianship, rehearsal practice and performance.
- Design and curate diverse, inclusive, high-quality programmes that reflect the talent and diversity of Bexley's communities.
- Direct a flagship ensemble and support wider ensembles as required.
- In schools, deliver curriculum teaching and other music provision where required.

Events, Festivals and Touring

- Lead the strategic planning, artistic direction and delivery of Bexley Music's events programme.
- Act as Artistic Director and Project Manager for the Bexley Festival of Music, leading on programming, partnerships, school participation, logistics and on-site delivery.
- Ensure high-quality event management, including technical, production and front-of-house operations.
- Lead the planning and implementation of annual national and international tours for intermediate, advanced and adult ensembles, ensuring:
 - High quality music and cultural experiences
 - Personal development opportunities, including mentoring roles for students
 - Robust logistics (liaising with music tour and transport companies and local venues)
 - Safeguarding compliance
 - Financial viability

Partnerships, Advocacy and Growth

- Develop and maintain strong partnerships with schools, cultural organisations and key stakeholders.
- Act as a senior ambassador, strengthening Bexley Music's profile, reputation and influence.
- Identify and develop new collaborative opportunities, programmes and strategic initiatives, including those supporting inclusion and progression.

Operations and Resources

- Oversee day-to-day operations, including the Saturday Music Centre and out-of-hours provision.
- Ensure efficient administrative, operational and scheduling systems.
- Manage physical resources, including instruments, equipment and facilities.
- Oversee the Public Examination Centre, ensuring full regulatory compliance.

Marketing, Communications and Engagement

- Oversee marketing and communications to ensure consistent messaging, strong brand identity and effective promotion of services and events.
- Support audience development and engagement strategies across all programmes.

Safeguarding and Compliance

- Act as Designated Safeguarding Lead (DSL) for Bexley Music, ensuring full compliance with all aspects of the role.
- Maintain overall accountability for safeguarding culture, policy and practice.
- Ensure robust safeguarding, risk management and compliance systems in line with statutory and sector requirements.
- Ensure safeguarding is fully embedded and understood across all areas of delivery.

General Requirements

- Contribute to wider organisational development within LSEAT.
- Work in accordance with all organisational policies, including safeguarding, equality and diversity, and health and safety.
- Undertake additional duties appropriate to the seniority and scope of the role.

Summary

This role integrates executive leadership with artistic direction and operational delivery. The Head of Bexley Music is responsible for ensuring that the organisation delivers high-quality, inclusive music education while maintaining strong partnerships, financial sustainability, and a clear strategic vision for the future.

What we offer

- A collaborative and supportive working environment
- Access to a wide network of professional partners
- The opportunity to lead exciting programmes, performances and strategic initiatives that make a lasting difference
- The chance to shape the future of music education in Bexley, enriching the lives of young people and helping to redefine the borough's cultural landscape.
- A proactive and supportive line management structure
- The advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages
- Free parking on site
- The opportunity to join a Group Personal Pension Scheme

Person specification

Qualifications	Essential	Desirable
Degree in Music or a music related discipline	X	
Teaching qualification (eg QTS) or equivalent	X	
Evidence of ongoing professional development in music education, leadership or arts management	X	
Leadership or Strategic Experience	Essential	Desirable
Significant senior leadership experience in music education	X	
Proven track record of leading organisational strategy, change and performance	X	
Strong strategic judgement and ability to translate vision into delivery	X	
Experience working within a Music Service/Hub or similar collaborative structure		X

Financial and Operational Experience	Essential	Desirable
Financial management experience including budgeting, forecasting and risk management	x	
Experience of resource planning and ensuring value for money	x	
Experience of securing external funding or leading successful bids		x
Music Education and Sector Knowledge	Essential	Desirable
Excellent understanding of music education systems, instrumental provision and curriculum delivery	x	
Knowledge of the Music hub landscape in England	x	
Awareness of current developments and challenges within the sector	x	
Knowledge of national policy relating to Music Hubs and Music Services	x	

Programme and Delivery Experience	Essential	Desirable
Experience of leading and managing music education provision	X	
Experience of developing new curricula, programmes and initiatives	X	
Proven delivery of instrumental, vocal and ensemble programmes	X	
Experience of organising concerts, events or tours	X	
Experience of quality assurance, monitoring and evaluation systems	X	
Experience of inspection frameworks (e.g. Ofsted)		X
People Leadership and Workforce Development	Essential	Desirable
Experience of leading, managing and motivating large or complex teams	X	
Experience of staff appraisal, performance management and professional development	X	
Ability to build a high-performing, inclusive organisational culture	X	

Partnership and Stakeholder Engagement	Essential	Desirable
Strong track record of developing partnerships and working with multiple stakeholders	X	
Ability to build and sustain positive professional relationships across a wide range of audiences	X	
Experience of representing an organisation externally	X	
Governance, Safeguarding and Compliance	Essential	Desirable
Understanding of safeguarding responsibilities in organisations working with children and vulnerable adults	x	
Knowledge of governance principles and effective stakeholder engagement	X	
Understanding of equality, diversity and inclusion, and health and safety requirements	X	
Knowledge and experience of the DSL role in an educational organisation.	X	

Skills and Abilities	Essential	Desirable
Strong leadership, organisational and strategic planning skills	X	
Excellent communication, and negotiation skills	X	
Ability to analyse information and produce clear reports	X	
Strong problem-solving and decision-making capability	X	
Ability to manage competing priorities and meet deadlines	X	
Confident IT user, including MS Office and digital systems	X	
Advanced IT or data analysis skills		X
Marketing, communications or audience development skills		X
Personal Qualities	Essential	Desirable
Inspirational and credible leader with a people-focused approach	X	
High levels of integrity, professionalism and accountability	X	

Innovative, proactive and self-motivated	X	
Resilient and adaptable in a changing environment	X	
Strong commitment to equity, inclusion and excellence in music education	X	
Ability to challenge, support and hold others to account	X	
Sensitive and effective in managing relationships and resolving conflict	X	
Other Requirements	Essential	Desirable
Willingness to contribute to teaching, conducting or performance where required	X	
Commitment to attending events and activities outside normal working hours	X	
Commitment to ongoing professional learning and organisational values	X	
Commitment to safeguarding and promoting the welfare of children and vulnerable adults	X	

How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

