



North Music Trust Job Description for the post of Lead CME Assessor
Application closing date 9am on Monday 8th March 2021

Job Information	
Job Title	Lead CME Assessor
Department & Team	Young People's Programme
Location	Remote working / potential for 'in-person' work when Government restrictions allow.
Working Hours	6 hours per week
Salary	SCP 32 (£29,426 per annum, pro rata)
Duration of role	Fixed term until 31 st January 2022

Position in Organisation	
Reports to	CME Course Lead
Works in conjunction with	The postholder will be working alongside and supporting two other CME Assessors; <ul style="list-style-type: none">▪ CME Course Lead;▪ Fund C Inclusion Training Producer;▪ Fund C Inclusion Programme Manager and Coordinator;▪ Heads of Programme.

Introduction to Sage Gateshead
<p>Sage Gateshead is an international music development centre – a new kind of cultural organisation for the 21st century.</p> <p>From our iconic Foster + Partners building on the banks of the Tyne which opened in 2004, we work across the whole of the North of England. We are home to the UK's leading chamber orchestra Royal Northern Sinfonia, a multi-genre programme of events & festivals featuring musicians from across the world, a junior conservatoire training the next generation of musicians, an extensive programme of music for social impact, evening and day-time classes for people of all ages and a multi-genre artist development programme.</p> <p>At Sage Gateshead all genres of music have equal status and we believe passionately in international level excellence and the imperative of inclusion. Some of the musicians we have worked with recently are Kamasi Washington, KT Tunstall, LA Master Chorale, Terry Riley, John Grant, Nightmares on Wax, Maarju Nuut and St Petersburg Philharmonic Orchestra.</p> <p>We present around 400 events and festivals each year for a live audience of 350,000, 6 million people hear our work via stream or broadcast and 500,000 visit our building, often national and international visitors. Each year we support over 100 musicians through our artist development programme and we work with 30,000 children and young people and 20,000 adults in our creative learning programme. We provide employment for over 500</p>

people, lead on Creative Apprentices for the North East and focus our work placements young people and young adults who are NEET. In our first decade, our economic impact was £283 million.

We are for audiences, for artists, for the North and for the long-term. Everything we do is guided by our values: Creative, Diverse, Focused, Leading, Responsible.

In 2019/20 Sage Gateshead delivered:

- 501 performance events
- Delivery 257 community events to over 20,000 people
- Reached an online audience of 6.6 million

The coming five years will be a new era for Sage Gateshead. We have secured planning and completed fundraising to undertake capital work within our largest auditorium and on our concourse, with the aim of reaching a wider audience, working with a wider range of musicians and making our building an even better place to spend time. We are also partners in a major development of the site next to our building, which will lead to the creation of a unique cultural, entertainment, business and leisure campus, turning the whole of Gateshead Quays into a high profile destination. Building on 15 years of success, this promises to be a new era for Sage Gateshead.

Sage Gateshead Values

Sage Gateshead's success comes from the work of the teams who deliver the objectives of the organisation. Teams are made up of individuals who each bring a different set of skills, knowledge and experience which collectively contribute to achieving team and organisational success.

At Sage Gateshead our 'People Strategy' is focused on ensuring we employ people who share and believe in our culture and values. In addition, there is a focus on training, development, succession and career progression within the organisation. This will allow our best people to progress and allow Sage Gateshead to promote internally for future roles.

Sage Gateshead is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums and services to support staff from different backgrounds

Sage Gateshead have five core values these are:

- **Creative** – in outlook and championing creativity and learning, particularly for Children & Young People, developing new ideas and open to change, in our organisation, our artists, our music and our audience
- **Diverse** – in our music and our programme, our audience and our workforce.
- **Focused** – on being professional, commercial and entrepreneurial to help deliver our mission
- **Leading** – there is excellence in all we do, in the music sector, in the local community and throughout our work
- **Responsible** – for our decisions and accountable for our actions

About the role

This role will be part of the Youth Music Fund C programme which works with a diverse range of CYP, including those with special educational needs and/or disabilities (SEN/D). Within Fund C is 'Inclusion Training' which trains professionals and organisations who want to engage CYP through music. Our aim is to increase musical inclusion in the North-East. Fund C Inclusion Training is made up of:

- Certificate for Music Educators (CME);
- MC² Mini Conference series;
- Action research pilots with Music Education hubs.

CME is a Level 4 qualification accredited by Trinity College London linked to a flexible programme of learning. It encourages Music Leaders to develop new skills, consolidate their understanding of the purpose of music education and build their reflective practice with the ultimate goal of enhancing their contribution to the musical

learning of children and young people. CME will fit around learners' professional commitments as well as meeting their professional development needs. The course will take place on Zoom in 21/22.

Overall purpose of the role

The main purpose of this role is to support CME learners to meet the learning outcomes detailed in the CME course overview and to support two other Assessors with assessment decisions.

Responsibilities and Duties

- Support CME learners to meet the learning outcomes detailed in the CME course overview;
- Work with the CME Course Leader to ensure CME learners are effectively supported and assessment is standardised;
- Alongside Learners, create an Initial Personal Action Plan and an Assessment Plan to tie in with learner and unit outcomes;
- Support four CME Learners through the course;
- Provide formative and summative feedback on four essays and one portfolio;
- Meet with Learners regularly to review progress, identify additional needs, provide feedback on assignments and set SMART targets;
- Attend training sessions where relevant to assignments;
- Plan work-based observations (*additional hours available for delivery of observations*);
- Support two other Assessors with assessment decisions;
- Lead and participate in standardisation meetings and share good practice;
- Liaise with IQA regarding any advice needed, learner progress and sampling/monitoring arrangements.
- Participate in Sampling Plan sessions led by IQA.
- To advocate for North Music Trust, and specifically, Youth Music Fund C Inclusion Training;
- To accept appropriate individual responsibility for the observance, promotion and implementation of Health & Safety, Child Protection Customer Care, Equality and Diversity, Dignity at Work and other policies with the Trust;
- To undertake other duties appropriate to the post and in line with the needs of the organisation.

Knowledge, experience and skills required to do the job

Area	Essential (required)	Desirable (optional)
Qualifications	<ul style="list-style-type: none"> ▪ Professional qualifications in relevant field to at least Level 3 ▪ CAVA / AI or equivalent assessor award; 	<ul style="list-style-type: none"> ▪ NVQ/VRQ Level 5 Leadership and Management qualification or equivalent experience; ▪ Internal Quality Assurer (IQA) qualification.
Experience	<p>Proven experience of</p> <ul style="list-style-type: none"> ▪ At least 2 years' experience of assessment and verification against similar frameworks; ▪ Supporting learners in developing a portfolio of evidence. 	<p>Experience of</p> <ul style="list-style-type: none"> ▪ Training and mentoring others; ▪ Line management.
Skills or knowledge	<ul style="list-style-type: none"> ▪ Able to identify learner needs and be adaptive to their requirements; ▪ Able to identify and help learners to overcome potential barriers to progress and achieve. 	<ul style="list-style-type: none"> ▪ Music education and community and/or youth sectors.

	<ul style="list-style-type: none"> ▪ Able to express ideas succinctly and clearly, both verbally and in writing; ▪ Ability to complete relevant documentation and produce reports. ▪ Ability to manage a complex workload and prioritise effectively. 	
Other	<ul style="list-style-type: none"> ▪ Willingness to work flexible hours ▪ Strong interpersonal skills 	

Terms and Conditions

We believe Sage Gateshead is a great place to work - an innovative and friendly environment, where no two days are ever the same.

The salary for this post is SCP 32 (£29,426 per annum, pro rata).

We also offer subsidised parking for staff members, as well as a discount in our café, and access to a voluntary health cash plan, bike to work scheme, travel ticket scheme and auto-enrol pension.

The post-holder will be subject to an enhanced check through the Disclosure and Barring Service (DBS).

How to Apply

Applications should be made on a North Music Trust online application form. Please let us know if you need any adjustments or support to apply for this role. We will consider any reasonable adjustments that you may need if you are successful in being appointed to this role.

We regret that CV's cannot be accepted. If you have any queries about your application please contact recruitment@sagegateshead.com

Completed applications should be returned no later than 9am on Monday 8th March 2021.

Interviews will be held on Friday 12th March 2021.