

# The Cluster Coordinator role

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The logo for Wiltshire Music Connect, featuring the text "wiltshire music connect" in white lowercase letters on a red rectangular background.

## About Music Clusters

Wiltshire Music Connect leads the Music Education Hub for Wiltshire. We co-ordinate 14 music clusters across the county, bringing together music education communities at a local level to improve children's progress and engagement in music. A team of part-time Cluster Co-ordinators bring cluster members together to network, share practice, gather information and plan collaborative activities.

Wiltshire Music Connect is funded by the government through Arts Council England. A large proportion of our annual grant supports the co-ordination of the 14 music clusters, including paying freelance Cluster Co-ordinators for their time. In addition, we provide CPD and a music activity budget for each cluster. We support individual schools with the costs associated with First Access, the cost of some resources, and with instrumental tuition subsidies for disadvantaged and vulnerable children.

We do this because we want our stakeholders to have a sense of ownership within our Hub and to be able to respond to local needs with local solutions. We have a role to *support* schools' curriculum music but not to fund or deliver it ourselves.

## Music Clusters Aim

The aim of our Music Clusters is to improve children's progress and engagement through:

- Increasing the skills, knowledge and confidence of educators in providing music learning in their setting
- Providing access to wider range of opportunities, experience and resources.

## Cluster Coordinator Role

In order to achieve the above aim, Cluster Coordinators are expecting to do the following:

- 1. Build an evolving profile of young people's music activity in their area in order to identify priorities**
  - A cycle of annual school challenge and support visits (toolkit and templates provided)
  - Data collection / audits of school music provision
  - We estimate that 40-50% of a Cluster Coordinator's contracted time is taken up on school visits / audits
- 2. Bring together a range of individuals and organisations from the area and encourage the sharing of expertise, skills, resources and opportunities**
  - Through regular Music Cluster Meetings (at least 3 per year)
  - By sharing information from the Hub to cluster members by email and on social media etc.
  - Encouraging sign up to Hub events / activities
- 3. Encourage and advocate for a broad range of music education opportunities**
  - In terms of both participation and progression
  - Considering Wiltshire Music Connect's priority areas *Equity, Diversity and Inclusion* and *Digital*
  - Draw upon advice / support from our team, First Access and Secondary School Music Champions
- 4. Identify CPD needs for Cluster areas**
  - Selecting bite-sized CPD from our Touring CPD menu and / or programming CPD from external providers for cluster areas
  - Feeding back CPD needs to the Hub team
  - Feeding into the development of CPD for the county
- 5. Support collaborative Music Education activity in cluster areas**
  - A budget is provided for each cluster to deliver a collaborative project each year
  - Evaluation of projects with cluster members

## Specification for the contract holder:

### Essential

- A clear understanding of the value of music and its benefits for children and young people.
- An understanding of the requirements of the National Curriculum for Music
- An ability to bring people together *and to encourage productive sharing and discussion of music related issues.*
- Ability to support and challenge peers and colleagues – *many of whom may be more 'expert' than you* – and demonstrate Leadership without Authority.
- Knowledge of schools and the education context
- An ability to recognise good and outstanding music provision in different settings.
- Well organised and efficient person, confident in their own abilities and able to meet deadlines.
- Good IT skills and own IT
- Good communication skills with ability to engage a range stakeholders - *differing types and status - parents, pupils, colleagues in schools, partner organisations.*
- Ability to 'read' data and information and evaluate progress against targets and agreed 'measures'.
- Ability to project manage.

### Desirable

- Potential to deliver some aspects of CPD – *e.g: areas of music practice, assessment, evaluation, mentoring.*
- Ability to deliver some aspects of musical teaching – *though this is not envisaged as being part of the role*
- Curriculum and / or 'alternative' curriculum knowledge.

**Please note:** As a contractor, you would be expected take responsibility for your own tax and NI. You would also be required to have appropriate Public Liability Insurance. You may also be required to undertake training in Safeguarding and undergo an enhanced DBS check.

## FAQs

### How much time do I have and when does the work need to be done?

The number of days allocated to each Cluster Coordinator contract is linked to the number of schools in the cluster's catchment. The average contract is around 15 days p/a. Within agreed milestones which are outlined in the contract and understanding the availability of stakeholders, you can undertake the work as and when suits you.

- We expect meetings to be reasonably spread across the academic year
- We have deadlines for submitting data and information gathered from schools across the year.
- We organise periodic get-togethers for contracted Coordinators to share experiences.

**Please note:** This contract will not work for anyone hoping to do all the work in an intense block. It requires someone able to keep an eye on things reasonably regularly over the course of the year.

### What other support is provided by Wiltshire Music Connect?

A relationship with a designated manager in the Wiltshire Music Connect team and other Cluster Coordinators. Induction into the organisation and Cluster approach, Access to Wiltshire Music Connect's database information and data collection app.