

BANDMASTER AND MUSIC OPERATIONS MANAGER – JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	Bandmaster and Music Operations Manager
Reports to:	Director of Music
Manages:	Visiting Music Teachers
Department:	Music
Hours per week:	Negotiable. Part time or Full time as required to fulfil the duties of the role which will include some evening and weekend working. Core Hours: 08.15–17.45 Monday to Friday.
Role type:	Permanent Contract
Salary:	£36,000 to £43,000 per annum

Key working relationships:

Members of the Music department
Visiting Music Teachers
Senior Management
Teaching Staff
Pupils and Parents
Marketing Department

Role Summary

The post-holder will play a central role in leading and developing the College's Music Department.

Duties and Responsibilities

Leadership & Direction

- Lead, manage, and rehearse the Marching Band, including conducting on College Sundays.
- Establish, rehearse, and direct a Junior Band.
- Oversee the day-to-day operations of the Music Department, ensuring smooth coordination across activities and events, including concerts, recordings and individual examinations.
- Line-manage the team of Visiting Music Teachers (VMTs) and work with the Director of Music to implement a robust programme of quality assurance.
- Produce and manage the weekly timetable for VMT lessons across all disciplines.

Teaching & Musicianship

- Teach individual pupils on the post-holder's specialist instrument(s).
- Support rehearsals and, where sufficiently skilled, provide accompaniment for ABRSM and Trinity Guildhall practical exams.

Collaboration & Professional Engagement

- Attend weekly Music Department meetings and maintain regular communication with the Drum Major.
- Work with colleagues to manage the logistics of musical events throughout the year, including recordings for public examinations.
- Actively promote the College through support of Music Department activities, both formal and informal.

Responsibilities as Bandmaster and Music Operations Manager:

- Set and maintain high standards of excellence in practical music-making across the College.
- Lead, rehearse, and conduct the Marching Band, including College Sunday performances, and establish and direct a Junior Band.
- Teach instrumental and classroom Music (where applicable) with expertise and enthusiasm, including individual tuition on the post-holder's specialist instrument(s).
- Lead and manage the team of Visiting Music Teachers (VMTs), producing the weekly timetable, liaising with parents on timetabling and examinations, and supporting quality assurance.
- Work with the VMTs to ensure that pupils are fully prepared for the performance aspects of public examinations.
- Oversee the organisation of musical events, including those required for public examinations, and promote the College through both formal and informal Music Department activities.
- Attend musical events, as arranged with the Director of Music, including evening recitals and weekend engagements.
- Manage the reception of the Music School.
- Deal with and respond to parental/staff queries - emails/telephone messages/correspondence
- Manage music orders with regular suppliers including distribution and re-charges.

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- Oversee Department Diary management including online calendar and Recital Hall bookings.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The Job Description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College. This Job Description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College. The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser. The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race,

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colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.