



RADLEY

# Music Partnerships Co-Ordinator (Maternity Leave Cover)

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

[www.radley.org.uk/employment/working-at-radley](http://www.radley.org.uk/employment/working-at-radley)

# Job Overview

Music Flood is a thriving partnership between 14 primary and secondary schools in the Radley/Abingdon area, involving thousands of children every year. Music Flood has one aim: to put music in every school, every day. With highly publicised inequalities in funding, training, confidence and provision for music in schools, our cross-sector partnership is a powerful tool to ensure every child benefits from an inspiring music education. The project is supported by Radley College, Abingdon Music Centre and Oxfordshire Music Education Partnership.

We are looking for someone excited about the potential to provide musical opportunities and raise aspirations for children and young people, particularly those who have limited musical experience. This role is to cover up to one year's maternity leave from Summer term 2025.



The ideal candidate will balance efficiency and reliability in organising events, with the ability to maintain a warm and welcoming relationship with our partner schools. Calmness under pressure and confidence in meeting new people are essential.

Whilst musical experience might be beneficial, it is not a pre-requisite for this role.

This opportunity comes at a particularly exciting time, with the new Music School opening at Radley College in the coming months, and a growing partnership with a local youth orchestra.

This role requires a certain amount of flexibility, which can be discussed at interview. We anticipate two half days (or one whole day) on site in Radley College, plus a small amount of remote working (up to 4 hours a week) to monitor correspondence and liaise with schools.

This is a term-time only role, with reduced hours during state-school term time (where this is outside of Radley term time). Extra time will be required by arrangement for the first three weeks of September (the fortnight lead up to Music Flood week, and the week itself), and on notable days throughout the year where major events occur. These are planned many months in advance.

## Key responsibilities

- Act as the first point of contact at Radley College for music partnerships
- Plan for major events, liaising with schools, visiting musicians, venues and the wider Radley College staff body
- Host schools and visiting performers at events
- Keep in regular contact with teachers in partner schools and local musical partners (Thames Valley Youth Orchestra, Abingdon Music Centre and others) to plan for and monitor the ongoing partnership programmes
- Support the organisation of CPD opportunities, including advertising to partner schools, organising venues and liaising with workshop leaders
- Support the administration of the visiting recital series, including organising workshops, masterclasses and assembly performances by visiting musicians
- Collect data, feedback and other information to enable evaluation of impact
- Attend a weekly meeting with the Director of Music and Music Administrators to discuss the programme and future plans
- Close liaison with the Radley College partnerships office for areas such as booking transport and wider College resources for events
- Further involvement in music partnership

This role could be combined with the vocal amateur role, advertised separately.

# Pay & Benefits

- Competitive salary, according to skills and experience.
- College Sickness scheme.
- Entry into a defined contribution scheme with generous employer contributions.
- Death in service benefit (if a member of the pension scheme)
- Wellbeing - reduced membership of the school's sports centre and other sporting facilities, including a 9-hole golf course
- Employee Assistance programme
- Free meals during term time
- Free parking on site

## About Radley College

Radley College is an independent boarding school of 765 boys situated five miles south of Oxford on a stunningly beautiful rural campus close to Radley village. The school is academically selective and offers a significant number of bursary places to talented boys from a variety of backgrounds. As a full boarding school, Radley is a vibrant and active place to work, one of the outstanding features of Radley is its sense of community and family atmosphere. The ethos of the school is one of warmth, generosity and kindness. We care about results in all areas of College life – we believe very much in the pursuit of excellence and have high expectations of ourselves and the boys – but care even more about the development of the character of each Radleian: culturally, emotionally and spiritually



# How to apply

Applications must be submitted via the link on the website recruitment page. We encourage early application and reserve the right to appoint at any time.

The deadline for applications is 12 noon, Friday 10 January 2025, but we reserve the right to consider applications as they arrive. If you have any questions or would like to discuss the vacancy please email [hr@radley.org.uk](mailto:hr@radley.org.uk).

# Safeguarding

Safeguarding is at the heart of all we do in the school.

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 and Keeping Children Safe in Education and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements.

All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. They will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.

