



JOB DESCRIPTION And PERSON SPECIFICATION

JOB TITLE: Head of Music Development

SALARY: £67,332 - £76,617 per annum

The postholder will be automatically enrolled in Scottish Teachers' Pension Scheme (STPS)

RESPONSIBLE TO: HLH Director of Culture & Learning

LOCATION: Highland Archive & Registration Centre, Inverness

HOMEWORKING: This post is suitable for a homeworking* request to be made. Any homeworking arrangements would be agreed by the post's line manager, and an appropriate administrative base would be agreed for the purposes of expenses and travel claims.

*High Life Highland home-workers must have a permanent residence in The Highland Council area or live within a 90-minute commute from the designated workplace.

JOB PURPOSE: High Life Highland's (HLH's) purpose is making life better. This job contributes to the "Making Life Better" charity proposition by providing strategic and operational leadership for the organisation's instrumental music provision. The postholder is responsible for the development, quality, sustainability, and growth of music programmes delivered by the team of peripatetic instrumental instructors and project staff, ensuring high-quality musical outcomes, excellent learner experiences in alignment with the organisation's broad vision and i-care values.

Responsible for: Around 62 peripatetic Instrumental Instructors, project staff, and freelance practitioners

Key Responsibilities

Strategic Leadership & Development

- Lead the strategic planning and ongoing development of instrumental music provision across all settings and programmes
- Identify opportunities for growth, innovation, and diversification of music activity, including new projects, partnerships, and funding streams
- Contribute to organisational strategy, policy development, and long-term planning as a member of the senior leadership team

- Ensure provision reflects best practice in music education and respond to local, regional, and national priorities

Staff Leadership & Management

- Line manage and support approximately 50 peripatetic instrumental instructors and associated project staff including matters relating to personnel procedures; disciplinary/grievance issues & absence management/reporting
- Lead on recruitment, induction, deployment, appraisal, and professional development of teaching staff
- Foster a positive, inclusive, and collaborative culture among a large, geographically dispersed workforce
- Address performance management, workload planning, and staff wellbeing, ensuring high standards and consistency of delivery
- Maintain an awareness and knowledge of the risk management responsibilities appropriate to their role, as identified within the HLH Risk Policy and associated guidance documentation

Quality Assurance & Curriculum Oversight

- Ensure high standards of teaching, learning, and musical progression across all instrumental programmes
- Oversee curriculum frameworks, assessment approaches, and progression pathways
- Monitor and evaluate delivery through observations, feedback, data analysis, and regular review
- Support staff to develop inclusive, engaging, and learner-centred teaching practices
- Maintain a professional relationship with schools and classroom music teaching staff

Operational & Project Management

- Oversee the effective planning, delivery, and evaluation of music projects and instrumental programmes
- Manage timetabling, staffing allocations, and resource deployment to ensure efficiency and value for money
- Work closely with administrative and operations teams to ensure smooth day-to-day service delivery
- Monitor & evaluate Youth Music Initiative projects, including management of staff directly employed by HLH and liaison with external providers
- Plan, organise and promote activities of Highland Young Musicians ensembles
- Ensure compliance with safeguarding, health and safety, and organisational policies

Financial & Resource Management

- Contribute to budget planning and financial oversight for instrumental provision and related projects
- Monitor expenditure, staffing costs, and income generation to ensure financial sustainability
- Support fundraising, grant applications, and reporting where required

Stakeholder Engagement & Partnerships

- Build and maintain strong relationships with schools, venues, community partners, funders, and other stakeholders including National Centre of Excellence in Traditional Music, Plockton
- Act as a senior representative for the organisation in meetings, events, and partnership forums
- Communicate effectively with parents, learners, and partners regarding provision and development

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

Date: 05/05/2026

- Interviews will be held in Inverness on Wednesday 3rd June 2026

High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth) employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.



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ESSENTIAL ATTRIBUTES

- Educated to degree level or able to demonstrate equivalent senior management experience.
- Significant experience in music education leadership or arts management
- Full knowledge of Scottish music curriculum & Qualifications Scotland frameworks & policies
- Proven experience managing large teams of peripatetic or freelance staff
- Strong understanding of instrumental music education and progression
- Excellent people-management, communication, and organisational skills
- Strategic thinking combined with strong operational delivery
- Commitment to equality, diversity, inclusion, and safeguarding
- Knowledge of Youth Music Initiative

DESIRABLE ATTRIBUTES

- Experience of managing funded arts or education projects
- Budget management and fundraising experience
- Postgraduate qualification in music, education, or arts management
- Energy, enthusiasm with a personal drive for achieving results
- take responsibility and be accountable for your own actions, with strong guiding principles which build trust
- Show respect by being a listener, kind and supportive of others, with zero tolerance for prejudice and discrimination
- To set a good example which positively reflects on the charity and act as a proud ambassador for HLH
- The ability to generate enthusiasm and commitment to strategies, vision and values
- The ability to communicate effectively at all levels, both internally and externally.
- The ability to lead a successful team through motivating, supporting and developing employees and colleagues to make the best of their abilities.
- The ability to prepare and communicate effective policies, objectives and plans