
MUSICIANS IN RESIDENCE – SUPPORTING PUPILS WITH ADDITIONAL NEEDS IN SPECIAL SCHOOLS 2019-2022

EXTERNAL EVALUATOR BRIEF

Live Music Now (www.livemusicnow.org.uk) is seeking an **External Evaluator** to work with the LMN team on the evaluation of a four year “Musician in Residence” programme. The ideal evaluator will have knowledge and experience of evaluating initiatives which aim to support pupil, teacher and whole school outcomes, as well an understanding of music-based learning in special school settings.

We are looking to appoint the External Evaluator from w/b **18th Feb** 2019 (flexible). The fee for Year 1 (February 19 – December 19) is **£6,000** including VAT. The fee for Years 2-4 is £5,000 per year including VAT. Reasonable travel expenses, agreed in advance, are in addition to the fee.

To apply please send CV, covering letter, plan/proposed number of days and daily fee to deliver Year 1 activities, an example of previous relevant evaluation work along with the details of two referees.

Applications should be sent to: jobs@livemusicnow.org.uk by **Tuesday 5 February 2019**, midday. Shortlisted respondents will be contacted by Wed 6th February and interviews (London) will be on Mon 11th or Tue 12th February in London.



Photo credit: Luke Thornley

1. OVERVIEW OF LIVE MUSIC NOW

Live Music Now (www.livemusicnow.org.uk) is a national charity established in 1977 with dual aims of supporting talented professional musicians at the start of their careers through training and employment, and offering the therapeutic benefits of live music to those with least access to it. We recruit musicians from a range of genres from across the UK, with around 300 on the scheme at any one time. Musicians stay with us for around 4-5 years during which time they take part in training to deliver concerts, workshops and residencies in special schools, hospitals, residential care homes and day centres.

LMN's work is delivered through a network of seven branches (four in England, Wales, Northern Ireland and LMN Scotland), each of which is headed up by a Branch Director. LMN has a national board of trustees and two specialist advisory groups to provide guidance in the areas of Health and Wellbeing (particularly older people), and Children and Young People with additional needs.

2. PROJECT BACKGROUND

Music-making can play a vital role in promoting pupil engagement and communication, yet many specialist schools for pupils with additional needs struggle to provide regular musical activities. Live Music Now has delivered participatory concerts in specialist schools across the UK since 1977; for many schools, our concerts provide a rare opportunity for pupils to experience live music. Since 2012 we have delivered longer-term projects with schools with increased benefits for pupils. Our approach is influenced by the Sounds of Intent (SOI) musical development framework which supports pupils' musical progression.

Our first 'Musicians in Residence' programme, funded by Youth Music in 2012/13, helped us to identify key elements in running successful partnerships with specialist schools, including working effectively with staff. Our next programme in 2014/15 provided in-depth experience of working in schools across three settings: autism specialist schools, Pupil Referral Units (PRUs) and schools supporting pupils with social, emotional and mental health difficulties. The outcomes from this work informed the development of our SEND (special educational needs and disabilities) Inspire Programme - a structured training pathway for LMN musicians to develop their SEND music-making skills - and our SEND Inspire Framework outlining the skills and approaches required for delivering successful LMN music sessions.

In 2016, Paul Hamlyn Foundation funded a pilot project to deliver year-long residencies in six specialist schools using our SEND Inspire framework. We worked with an external evaluator who helped us shape the evaluation framework and methodology, interviewed stakeholders, analysed written feedback and wrote a final report about the programme.

The Paul Hamlyn Foundation has recently awarded us a four year 'More and Better' grant to develop the Musician in Residence programme further. Between 2019 – 2022 we will work with six to nine schools each year, each of which will host an LMN musician who will work with school staff to plan and deliver creative music sessions for pupils.

The aim is to not only provide opportunities for pupils to develop their musical skills but to improve educational and life outcomes for children and young people by supporting their personal and social development through music-making. The programme will also support schools to enhance their regular music provision. LMN musicians will be supported by a mentor during the year and take part group training.

The intended outcomes for the programme are:

For children and young people

- Developing musical skills and experience
- Improving levels of engagement in musical activities
- Increasing confidence and self esteem
- Enhancing opportunities for communication and self-expression
- Identifying pupils with exceptional musical talent, signposting them to further provision

For school staff and schools

- Increasing staff confidence and skills to support and deliver musical activities
- Increasing opportunities for staff to use musical activities to support pupil engagement and learning
- Improving schools' capacity to develop their ongoing music provision
- Developing ways for schools to use music to address school-wide strategic priorities

For Live Music Now

- Enhancing the skill set of LMN musicians to support the musical development of children with learning difficulties, complex needs and/or sensory impairment
- Developing a stronger evidence base about the efficacy of partnership working between schools and professional musicians
- Raising LMN's profile as a leader in the area of music partnership work with specialist schools across in England, Wales and Northern Ireland

The programme is overseen by LMN's Strategic Director (SEND) with day-to-day support from a Project Manager. LMN Branch Directors in England (South West, South East, North West and North East), Wales and Northern Ireland will oversee delivery of residencies in their area.

3. AIMS AND RESEARCH QUESTIONS

LMN is experienced in training musicians to deliver music sessions for children and young people with additional needs. This new four-year programme will enable us to increase our knowledge and expertise in using our Musician in Residence programme to support schools to further develop their music provision, aligning with school priority areas, available funding and resources. We want our programme to increase musical expertise amongst school staff and enable them to use music as a tool to develop children's personal and social skills, and promote deeper engagement in learning.

In Year 1 of our programme we are particularly interested to find out:

- How can we best use our Musician in Residence programme to help schools develop and enhance their music offer? How should we evaluate this element of the programme given the range of schools we will be working with and their differing needs?
- Are the CPD elements which we've built into the programme appropriate and beneficial for staff?
- What are the most common strategic themes / priority areas currently being addressed by the schools we are working with? Are priorities different across schools in England, Wales and Northern Ireland? How are schools in England responding to the recommendations of the Rochford Review? How can LMN help schools address these strategic areas through our Musician in Residence programme? Will this help to raise awareness of the value of regular music provision for pupils and unlock alternative sources of funding?
- What changes (if any) do we need to make for Year 2 of our programme to ensure there is a legacy for schools when the residency finishes?

4. METHODOLOGY

We would like to use a collaborative approach to support the learning and evaluation of our 4-year programme, using combined strengths and expertise of the External Evaluator and LMN team. We envisage a flexible working relationship across the 4 years to maximise the outcomes from the programme.

The following LMN staff will be involved in the learning and evaluation work:

LMN Project Manager - anticipated role likely to include administration of online surveys, administrative support / liaison with schools to facilitate primary research by the external evaluator, initial analysis of surveys and collection of statistics, production of case studies (20 days per year)

LMN Strategic Director – anticipated role to include overseeing the evaluation process, analysis and interpretation of evidence and materials, writing the end of year report for our funder Paul Hamlyn Foundation, writing case studies, disseminating the findings internally and externally (15 days per year)

LMN SEND Advisory Group – this group meets once a year in March to review outcomes and evaluation from LMN's SEND programme and discuss recommendations.

Additionally, we have access to support and guidance from our Academic Advisor and Lead Trainer.

We have focussed the content of this brief on the External Evaluator's Year 1 role and outputs. We anticipate undertaking joint planning with the appointed evaluator to discuss role and outputs for Years 2, 3 and 4. This is likely to include a set of recommendations at the end of Year 2 to inform the planning of Year 3 and a final report in Year 4.

5. AUDIENCE, OUTPUTS AND TIMETABLE

The Programme starts in January 2019. For Year 1, we would like the external evaluator to work collaboratively with us to address the questions in Section 3.

Specifically, we would envisage the External Evaluator undertaking the following during Year 1, although this is open to discussion:

- Review our current evaluation framework / approach with the Strategic Director (**Feb/Mar 19**).
- Develop a plan and materials to evaluate the school support strand of our programme (**April 19**)
- Carry out interviews (face to face / telephone) with selected project stakeholders to support research questions and evaluation (**June/July & November 19**)
- Write up findings and make recommendations about the school support strand of our programme for inclusion in the report to our funder (**early Dec 19**)

In addition, we would like the Evaluator to:

- Provide guidance to the LMN team on analysis and interpreting evidence collected across the programme (**Summer/Autumn 19**)
- Help us disseminate our findings e.g. taking part in a presentation to our Advisory Board or at a public conference (**Dec 19 or Year 2**).

The Evaluator's work will help the LMN team to:

- Produce clear guidance for our musicians, mentors and LMN staff team for discussions with schools at the initial planning stages of residencies and as part of the ongoing monitoring and evaluation of the programme. (**Summer 19**)
- Produce 2 case studies from Year 1 residencies for public dissemination, highlighting interesting examples from the project, particularly linked to project legacy and how partnership working with LMN can support a school to develop their music offer. (**Dec 19**)
- Write the Year 1 report for the Paul Hamlyn Foundation (**Dec 19**)
- Improve the programme delivery in Year 2 in response to learning and outcomes from Year 1

6. DATA PROTECTION AND CONFIDENTIALITY

The contractor must comply with all of the requirements of General Data Protection Regulation 2018 and shall ensure appropriate research consents from interviewees or any data collection.

The contractor will be required to work in compliance with the participating schools' policies.

The contractor must maintain confidentiality about their dealings with Live Music Now.

7. BUDGET

The budget for Year 1 (February 19 – December 19) is **£6,000** including VAT. Reasonable travel expenses, agreed in advance, are in addition to the fee. The budget for Years 2-4 is £5,000 including VAT per year. The contract will be for 4 years, with a break clause at the end of Year 1 if either party feels that the partnership isn't working well.

8. PERSON SPECIFICATION

- Knowledge and experience of evaluating initiatives which aim to support pupil, teacher and whole school outcomes.
- Understanding of the wider SEN educational landscape and music-based learning
- Experience in supporting others to develop and implement evaluation plans.
- Knowledge and skills in quantitative and qualitative research and evaluation approaches, including the design of tools, interviewing, data collection, data management, analysis and reporting.
- Excellent communication skills, both written and oral, and the ability to communicate information to a non-technical audience.
- Strong understanding of and commitment to research ethics and safeguarding.
- Knowledge and experience of current data protection law and principles, data security and privacy issues.
- The capacity and skills to be responsive and flexible to meet the needs of the project.
- Strong skills in project management.
- A commitment to Live Music Now's values.

9. INSTRUCTIONS FOR RESPONDING

Applications should be submitted by midday on **Tuesday 5 February 2019** including:

- CV of evaluator(s) to be involved
- An outline of skills, suitability and relevant experience to deliver the project
- Proposed plan/number of days to deliver Year 1 activities including daily rate

- An example of your evaluation work which is relevant to this project
- Contact details for two referees

Please return your submission to Live Music Now by email to jobs@livemusicnow.org.uk . Please include the subject line “**Musician in Residence: external evaluator**”.

Submissions will be assessed against the criteria specified under section 8, and the cost effectiveness of the proposed plan for Year 1.

Live Music Now is committed to being an Equal Opportunities employer and as such we actively encourage applications from LGBT (lesbian, gay, bisexual and transgender) people, people with disabilities and people from black, Asian and minority ethnic backgrounds.

If you would like to submit your application in another format we would be happy to accommodate this. Please contact the office on 020 7014 2829 or email emily.roberts@livemusicnow.org.uk

References may be requested from shortlisted respondents.

10. APPOINTMENT TIMESCALE

Date for submission of responses: Tuesday 5th February 2019 (midday)
Shortlisted respondents contacted by: Wednesday 6th February
Interview (in London): Monday 11th February or Tues 12th February 2019
Notification: Wed 13th February 2019
Appointment: w/c 18th February 2019 (flexible)

CONTACTS

For queries about this post please contact Karen Irwin (Strategic Director, LMN) on 07971 446375 or karen.irwin@livemusicnow.org.uk