

ArtForms – an overview of management and admin.

The ArtForms Music Office:

ArtForms, Pudsey Civic Hall, Dawson's Corner, Leeds, LS28 5TA

tel: 0113 37 82850

fax: 0113 33 67247

www.artformsleeds.co.uk

email: educ.artforms@leeds.gov.uk

Office hours:

Monday to Thursday: 8:30am to 5:00pm Friday: 8:30am to 4:30pm

ArtForms Music (based at Pudsey Civic Hall, contact details as above):

ArtForms Music is the Music Service within Leeds City Council's Children's Services. We are the lead organisation within the Leeds Music Education Partnership (the music education hub for Leeds). We serve learners in and out of schools across the city, offer community music engagement to learners of all ages at music centres, provide opportunities for ensemble playing at the highest level through City of Leeds Youth Music Groups, offer CPD and network development for school-based music staff, and work with partners to develop a broad and coherent offer for all learners in the city.

Music Library:

This contains sets of music suitable for school orchestras and wind bands, chamber music, music for recorder and choirs, Christmas music and BBC publications. These are available for ArtForms music staff and schools to borrow on a termly basis.

Contact: the ArtForms Office, in the first instance.

ArtForms Arts Development (based at Artemis, 45 Marshall Street, Holbeck, Leeds, LS11 9RZ, Tel. 0113 3782854):

The Arts team deliver and broker cultural learning opportunities across art, design and technology, drama, dance, written and spoken word in order to:

- raise **achievement** in and through the arts
- foster a sense of **enjoyment** and fulfilment in learning through the arts
- increase the numbers of children and young people **actively participating** in arts and cultural activity
- ensure the arts and cultural offer is **high quality, dynamic and relevant**

Arts Development offers a menu of training, CPD and Creative Projects.

Arts team:

Head of Arts Development

Arts Manager

Sarah Westaway

Jane Zanzottera

ArtForms – an overview of management and admin.

Artemis (45 Marshall Street, Holbeck, Leeds, LS11 9RZ, Tel. 0113 2440497):

ArtForms Artemis is the art and artefact lending service, providing a wide range of artefacts and original works of art for use in the classroom to support teaching and learning.

The collection, which consists of around 10,000 artefacts and 3,000 original works of art, is continually being enhanced to reflect curriculum requirements.

Most of the artefacts are original, but good quality replicas and models are also included, covering a wide range of history and prehistory topics, natural history (fossils, shells, taxidermy, and skeletons), cultural and religious artefacts from around the world, science and design items and a rich and varied original art collection, including paintings, drawings, prints, photographs, ceramics and sculpture.

Artemis Staff

Head of Artemis

Patsy Lyttle

Staff based at Pudsey Civic Hall

Head of Music

Stephen Wild

Overall responsibility for instrumental and vocal teaching, including:

- Strategic planning for music within ArtForms
- Providing a strategic lead for Leeds Music Education Partnership (the music education hub for Leeds)
- Overseeing the running of the Music Service, including school services, music centres and other music learning
- The quality and development of instrumental/music teaching
- Looking after music staff

Head of Instrumental and Vocal Learning

Ruth Wild

Tel. 07891 279209

Head of Teaching and Learning

Paula Brookes

Tel. 07545 604310

responsible for:

- The day-to-day running of their departments, working with coordinators
- Timetabling
- Helping staff to turn plans into reality

ArtForms – an overview of management and admin.

- Curriculum development
- Quality assurance/encouraging best practice in teaching
- Performance Management/CPD
- Organising large-scale activities for pupils

Music Partnership & Development Manager, ArtForms & LMEP

Jo Richardson
Tel. 07891 271145

- Co-ordinating and managing the work of the Leeds Music Education Partnership
- Responsible for seeking funding for, setting up, and project managing new initiatives.

Head of National Curriculum Department

Lee Muncaster

- The day-to-day running of the National Curriculum department
- Organises Live Music in Schools and World Music Workshops

Departmental Co-ordinators:

Brass
Guitar
Keyboard/pianists
Strings
Percussion
Vocal
Woodwind
Whole Class Learning Mentor
Head of Steel Pan Development

Ralph Tong
Alex Cairns
Hannah Rosebury
Fiona Lloyd
Alex Wibrew
Sarah Crowley
Rebecca Morgan
Ruth Shakespeare
Victoria Jaquiss

Inclusive Music Development Officer:

Diane Paterson

- Teaching of music, musical interaction and music therapy sessions to pupils throughout Leeds who have many and varied special educational needs (SEN) including visual/hearing/multi-sensory impairment, autistic spectrum disorders, physical, behavioural, social, emotional and learning difficulties. (Victoria Jaquiss is responsible for teaching music to EBD pupils.)
- Involvement with other professionals outside of Leeds City Council who teach music to children with SEN

Co-ordinator, City of Leeds Youth Music (CLYM) Groups

Rebecca Morgan

- To support and co-ordinate CLYM groups
- To assist in the development of CLYM groups
- Engaging the community to increase membership of CLYM groups

ArtForms – an overview of management and admin.

Development Officer, out-of-school learning

Fran Hannan

- The development and delivery of a high-quality experience in music education for pupils across the city both in and out of school hours
- Developing and integrating the work of music centres
- The effective management of cluster based activities
- The development of an appropriate and broad provision that will meet the needs of future Leeds pupils

Administrative Support Staff:

Administration Co-ordinator (Office Manager):

Mark Tunnicliffe

- Manages office & oversees administration of the service
- Supply cover for absent staff
- Instrument Repair and Purchase schemes
- Allocations / SLAs / Leeds for Learning admin

Senior Support Assistant (Music):

Mark Sturdy

- Recruitment admin
- Music Centre admin
- Oversees pay claims

Support Assistant (Music):

Catherine Lloyd

Administration Officer (Music):

Jill Ward

Finance Officer:

Aretha Suen

- Administration of ArtForms Bursary
- Administration of LCC Tender for Instrument Purchase Scheme for various Grant Funding.
- Financial Administration of Music Support Services, Music Centres, Extended Services, Wider Opportunities, CLYM Groups and ad hoc projects.

LMEP Support Assistant:

Rebecca Gormley