

# National Arts Coordinator

(music, arts, and performing arts)

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The Independent Schools Association invites applications for the role of National Arts Coordinator (music, arts, and performing arts). Join our dynamic team supporting the headteachers at independent schools to achieve educational excellence for their pupils.

An exciting opportunity for someone with a passion for the arts and education, with excellent organisational skills. Principal purpose of the post: To support, develop and promote the ISA national arts programmes for pupils (visual arts and performing arts such as music, drama, dance, creative writing, digital art and more).

## Job overview

<b>Role</b>	<b>National Arts Coordinator (music, arts, and performing arts) - FULL TIME</b>
<b>Department</b>	Arts
<b>Location</b>	Great Chesterford CB10 1PF, North Essex/Cambridge border
<b>Start Date</b>	20 November (or other by agreement)
<b>Salary</b>	£24,771 - £28,850, plus 7% pension contribution
<b>Application deadline</b>	2 October (9am)

## About the employer: Independent Schools Association

ISA is the umbrella association and national charity supporting over 750 independent schools and over 150,000 pupils nationally. Full information about the Association and its structure can be seen at [www.isaschools.org.uk](http://www.isaschools.org.uk).

Please also see our [Why work for us](#) website page, including further information for applicants.

ISA is an equal opportunity employer. ISA is an inclusive and nurturing organisation where employees feel empowered to share their experiences and ideas in a culture where difference is valued. We are committed to providing equality of opportunity and fostering opportunities to improve our understanding and practice. We welcome the positive impact that diverse and inclusive teams have at all levels of the Association, celebrating their differing approaches and points of view. [More on Inclusion, Diversity and Equity at ISA.](#)

## How to apply

To apply for this position, please email your CV plus two documents (see below) to the CEO, Rudi Elliott Lockhart through [Office@isaschools.org.uk](mailto:Office@isaschools.org.uk).

Please download, complete and return the two templates:

- 1) [Cover letter template](#)\* (this is an anonymised sheet)
- 2) [Core details form](#) (this is a simple, single page form)

*\*This sheet is used for anonymous initial shortlisting, so should not include your name, etc. We recognise that some personal details—such as your name, age, gender identity, ethnicity, or other background information—may unintentionally give rise to unconscious bias during recruitment processes. You are not required to disclose personal information of this nature if you feel it may unfairly impact how your application is assessed. You should use the job description, person specification, and skills base as a guide.*

Interviews will be held on Friday, 17 October at ISA House.

Details on the Vacancies section of the ISA website: [www.isaschools.org.uk](http://www.isaschools.org.uk).

Data relating to applications is stored securely for six months after the closing date of the advert. You can view our [Privacy Policy on our website](#).

## Job Description

This job description is a summary of the key accountabilities associated with the post. As such it supplements the basic duties outlined in the standard ISA contract of employment in accordance with the Association's policies and values, and under the direction of the CEO.

Contract	The post is a full-time, permanent contract, subject to satisfactory completion of a nine-month probationary period. It is subject to checks that include verifying the right to work in the UK.
Start Date	Start date from 20 November 2025. We would consider a later start date for the right candidate.
Reports to:	National Arts Manager
Hours of work:	35 hours per week, Monday -Friday. Usually, 9.00 – 5.00, incl. one hour unpaid lunch break. Some flexibility is required, including very occasional weekend working. Travel to events is often outside of normal working hours.
Holidays	25 days per annum, plus up to 8 bank holidays. Holidays must be taken outside of published school term times
Location	Great Chesterford (Essex/Cambridge border). ISA House, Great Chesterford Court CB10 1PF  Attend the Association's arts-related events off-site, including the Autumn Study Conference. The role involves some travel nationally, sometimes requiring overnight stays.
Remuneration	Salary: £24,771 - £28,850; plus additional pension contribution by ISA of 7% of gross salary. Salary is reviewed annually in September and is subject to a performance uplift within the agreed salary bands, plus cost-of-living uplift.
Driving	A current driving licence is a requirement for this post. The contract is immediately terminated upon suspension or loss of driving licence.

## Core duties

Under the direction of the National Arts Officer, to promote, organise and develop the Association's National and Area Arts Programme. This currently includes an extensive programme of national events and competitions (virtual or in-person) in art, music, dance, drama, film and animation, STEAM, digital art, creative writing, Public Speaking, and more. Please see our website for full details.

To increase participation in the current arts events and to support the planning and delivery.

To attend and contribute to the national arts events and competitions, including the ISA Autumn Study Conference.

To assist in generating sponsorship for arts events and publications.

To assist in the production of arts publications and materials, including website content, marketing material, events programmes.

To promote the work of ISA Arts through social media and other avenues.

To manage the ISA Pupil Awards (currently 3 awards per year), including promotion, admin, budgeting and organising presentation events.

To have a good understanding of health and safety of all staff, pupils and spectators at ISA Arts events.

Other related duties and responsibilities as reasonably directed by the National Arts Manager and CEO.

## Person specification and skills base

The successful candidate:

- will show initiative, enthusiasm and uphold ISA's values and gain reward from working with all stakeholders, including headteachers, teachers, and pupils across the country;
- will have personal interest and direct experience in arts, and have some understanding of work with children and young people.
- may have a successful track record of working with or in schools, or experience of working or qualification in an arts-related field;
- will be skilled in written communication, ensuring the highest standards in all online, printed and published materials, with a keen eye for detail;
- will be able to manage time effectively and meet deadlines;
- will be a competent user of information communication technology and may have experience of using social media in a business context;
- will possess strong administrative and organisational skills;
- may have a good understanding of arts-related issues in schools, such as health & safety, and risk management;
- will have high levels of energy, drive and enthusiasm to cope with conflicting demands;
- will be a positive character who will seek to contribute to a fulfilling working environment.

**Please note:** This job description reflects the core activities of the role and as the Association and the post-holder develop, there will inevitably be changes in the emphasis of duties. It is expected that the post-holder will recognise this and adopt a flexible approach to work and be willing to participate in appropriate training.

## Summary of terms and conditions of service

This appointment is made under the agreed Terms and Conditions of Service for ISA staff.

The post requires some off-site work at events venues for ISA Arts events, or other Association events, schools and venues, sometimes requiring overnight stays.

ISA is committed to safeguarding and promoting the welfare of children and young people and expects all employees and those associated with the Association to share this commitment. Please note that this post will require the satisfactory completion of all pre-appointment checks, including the right to work in the UK, and given the nature of our work in support of schools, will require an enhanced Disclosure and Barring Service (Criminal Records Bureau) check.

### **Flexible and Hybrid Working (some, but limited)**

As a small company, we believe strongly in the importance of collaborative working in the office to stimulate creativity and to build a strong and effective team. However, we recognize the value of flexibility to individuals. Once the initial training period is complete, the new employee will be eligible for the same hybrid benefits as other colleagues. Currently this includes:

- The option to work from home on 6 days each half term, with dates subject to approval by the line manager.
- The option to work slightly more flexible hours, such as 8-4 or 10-6, on an occasional basis, subject to approval by the CEO and the needs of the business.
- Other flexible working arrangements by agreement. Contact us for a discussion.

If these benefits are particularly important to you, please contact us for details of our current policies or for a discussion as to whether this role matches your expectations.

## Questions?

We are very happy to answer any queries that you may have at this stage. If you would like to know about the role, please phone Marie-Ange on 01799 581691, or by email on Marie-Ange.Moncuy@isaschools.org.uk.

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