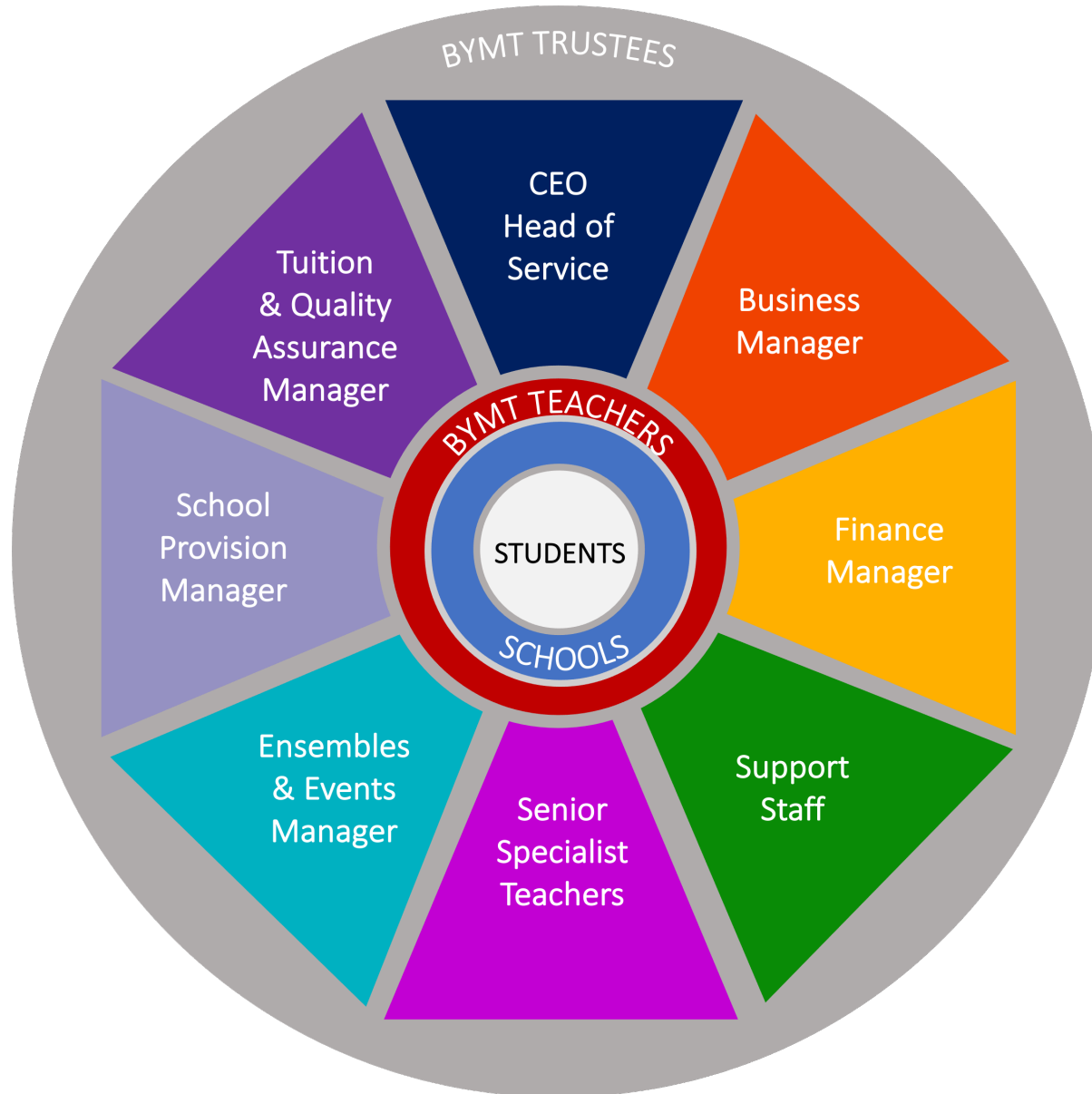


# BYMT SUPPORT FOR STUDENTS, SCHOOLS AND TEACHERS (Commencing Summer Term 2023)



## WHERE TO DIRECT YOUR ENQUIRY – SCHOOLS

### CEO/Head of Service

Gerald Sterling  
contact@bymt.co.uk

- Feedback and suggestions
- Concerns
- Consultancy support requests
- Bromley Music Education Hub queries

### Tuition and Quality Assurance Manager

Simon Sundermann  
ssundermann@bymt.co.uk

- Requests for school instrumental/vocal tuition
- Concerns about BYMT instrumental/vocal tuition
- Quality assurance
- Consultancy support requests

### Ensemble and Events Manager

Chris Woodham  
cwoodham@bymt.co.uk

- BYMT Ensemble membership for your students
- BYMT Ensemble/Group Provision  
<https://ukbromley.speedadmin.dk/registration>
- BYMT Performances
- School Ensemble Tuition
- Instrumental repertoire advice/music hire
- Consultancy support requests

### School Provision Manager

Jessica Rabin  
jrabin@bymt.co.uk

- Whole Class Ensemble Tuition and Curriculum Tuition requests
- Queries regarding INSET for School Teachers
- On-site training requests
- Consultancy support requests
- Workshops and performances to help promote instrumental tuition
- <https://ukbromley.speedadmin.dk/v2/tuition/schooltuition/request>

### Senior Specialist Teachers

Carl O'Shea (woodwind@bymt.co.uk)  
Jim Vincent (brass@bymt.co.uk)  
Strings TBC (strings@bymt.co.uk)  
Stephanie Seeney (singing@bymt.co.uk)  
Keyboard TBC (keyboard@bymt.co.uk)  
SEN TBC (SEN@bymt.co.uk)

- BYMT Instrument stock maintenance (Woodwind, Brass, Strings)
- Support with teaching students with Special Education Needs (SEN Specialist)
- Singing workshops and mass singing workshops/performances  
([singing@bymt.co.uk](mailto:singing@bymt.co.uk))
- Vocal repertoire advice

## WHERE TO DIRECT YOUR ENQUIRY – SCHOOLS

### Business Manager /Designated Safeguarding Lead

Sue Brown  
sue@bymt.co.uk  
safeguarding@bymt.co.uk

- Safeguarding concerns or queries
- Teacher wellbeing

### Senior Administrator – Inclusion and Partnerships

Sheree-Marie Abraham  
sheree@bymt.co.uk

- How to use Pupil Premium funding to support your students
- Queries about the BYMT Young Musicians' Bursary Scheme
- Inclusion support
- Questions about BYMT Anerley or BYMT Cray Valley

### Assistant – Pastoral Reception

Claire Lethbridge (claire@bymt.co.uk) 9am – 12pm  
Sharon Speake (sharon@bymt.co.uk) 12.30pm – 6.30 pm  
Amanda Horn (amanda@bymt.co.uk) 6.30pm – 9pm

- General queries, eg ensembles, holiday courses, performances
  - SpeedAdmin queries
  - DBS and safer recruitment queries (Claire Lethbridge)
  - SpeedAdmin student application queries
  - Individual/class set instrument hire requests and queries
- <https://ukbromley.speedadmin.dk/v2/tuition/schooltuition/request>

### Finance Manager

Julie MacDonald  
Julie@bymt.co.uk

- School invoice queries

### Senior Administrator – Finance

Linda Mason  
linda@bymt.co.uk

- General finance queries

### Senior Administrator – Marketing and Communication

Sam Levett  
sam@bymt.co.uk

- Questions about Trinity or ABRSM exams
- Good news stories to be shared on BYMT newsletters/social media

# BROMLEY YOUTH MUSIC TRUST DIRECTORY



ROLE	EMAIL	KEY RESPONSIBILITIES
BYMT TRUSTEES	contact@bymt.co.uk	Governance and Support
CEO/HEAD OF SERVICE	Gerald Sterling contact@bymt.co.uk	Strategic Development, Operational Delivery, Governance, Bromley Music Education Hub
BUSINESS MANAGER	Sue Brown sue@bymt.co.uk	Safeguarding, Administration, Premises, Customer Service, Personnel
FINANCE MANAGER	Julie MacDonald julie@bymt.co.uk	Financial Management
SCHOOLS PROVISION MANAGER	Jessica Rabin jrabin@bymt.co.uk	Curriculum Delivery, Whole Class Ensemble Tuition, Consultancy & Training. Early Years & Musicianship Classes
TUITION & QUALITY ASSURANCE MANAGER	Simon Sundermann ssundermann@bymt.co.uk	BYMT Tuition Programme (all ages), Quality Assurance, BYMT CPD Specialist Performing Arts Support
ENSEMBLES & EVENTS MANAGER	Chris Woodham cwoodham@bymt.co.uk	Ensembles and Groups, Events Specialist Percussion Support
SENIOR SPECIALIST TEACHER STRINGS	Vacancy ssundermann@bymt.co.uk	Specialist Support, Instrument Stock and Maintenance, Tuition
SENIOR SPECIALIST TEACHER WOODWIND	Carl O'Shea coshea@bymt.co.uk	Specialist Support, Instrument Stock and Maintenance, Tuition
SENIOR SPECIALIST TEACHER BRASS	Jim Vincent jvincent@bymt.co.uk	Specialist Support, Instrument Stock and Maintenance, Tuition
SENIOR SPECIALIST TEACHER KEYBOARD	Vacancy ssundermann@bymt.co.uk	Specialist Support, Instrument Stock and Maintenance, Tuition
SENIOR SPECIALIST TEACHER SINGING	Stephanie Seeney sseeney@bymt.co.uk	Specialist Support, Singing Strategy, Large Scale Singing Performances, Tuition
SENIOR SPECIALIST TEACHER SPECIAL EDUCATION NEEDS	Vacancy sen@bymt.co.uk	Specialist Support, Tuition

# BROMLEY YOUTH MUSIC TRUST DIRECTORY



## ROLE

## EMAIL

## KEY RESPONSIBILITIES

SENIOR ADMINISTRATOR - FINANCE

Linda Mason  
linda@bymt.co.uk

Finance Administration

SENIOR ADMINISTRATOR –  
INCLUSION & PARTNERSHIP

Sheree-Marie Abraham  
sheree@bymt.co.uk

Young Musicians' Bursary, Inclusion Support, Data, Hub Partner Administration

SENIOR ADMINISTRATOR -  
FUNDRAISING

Linda Mason  
lmason@bymt.co.uk

BYMT Fundraising, Patrons Scheme, Corporate Sponsorship

SENIOR ADMINISTRATOR –  
MARKETING & COMMUNICATION

Sam Levett  
sam@bymt.co.uk

BYMT Marketing, Website and Online Presence, Communications, Exam Coordinator

ASSISTANT - PREMISES

Nicolas Koungoué  
caretaker@bymt.co.uk

BYMT Premises Maintenance

ASSISTANT – RECEPTION / PASTORAL  
(MORNINGS)

Claire Lethbridge  
claire@bymt.co.uk

Administrative Support, DBS Renewals, Student & Parent/Carer Support

ASSISTANT – RECEPTION / PASTORAL  
(AFTERNOONS)

Sharon Speake  
Sharon@bymt.co.uk

Administrative Support, Pastoral Support, Student & Parent/Carer Support

ASSISTANT – RECEPTION / PASTORAL  
(EVENINGS)

Amanda Horn  
amanda@bymt.co.uk

Administrative Support, Premises Support, Student & Parent/Carer Support

CENTRE LEAD  
Anerley

Sheree-Marie Abraham  
anerley@bymt.co.uk

Coordination of Centre, Pastoral Support, Safeguarding

CENTRE LEAD  
Rock School

Steve Dowdell  
highfield@bymt.co.uk

Coordination of Centre, Pastoral Support, Safeguarding

CENTRE LEAD  
Langley Saturday String Centre

TBC  
langley@bymt.co.uk

Coordination of Centre, Pastoral Support, Safeguarding

CENTRE LEAD  
Southborough Saturday Wind Centre

southborough@bymt.co.uk

Pastoral support, Safeguarding