



# JOB DESCRIPTION

## TEACHING ASSISTANT - MUSIC

**Responsible To:** Class Teacher

**Actual Gross Salary:** £14,335.46 to £16,292.05. Scale points 14 – 17 of the NJC pay scale.

**Working Pattern:** 4 days a week (Monday, Tuesday, Wednesday & Friday), Term Time Only

### Main Purpose

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for students and provide general support to the teacher in the management of students and the classroom.

### Main Duties and Responsibilities

- Technical support in music GCSE and A level music ICT lessons (find headphones, troubleshoot with equipment etc)
- Technical support in GCSE classes to help to collate, record and bounce coursework
- Support teachers in department in preparing teaching resources as requested
- Support with managing peripatetic staff timetables and monitoring lesson attendance
- Maintaining and producing engaging displays in area
- Support with GCSE and A level course work and targeted interventions
- Registering and monitoring attendance to orchestra and other clubs and following up with parents where necessary
- Ordering and maintaining equipment, including liaising with peripatetic staff
- Support with organising music visits
- Support with concert programmes
- Supporting with concert set up and take down

### Coordinating ICT in KS3 lessons (specifically Year 9)

- Support groups on rotation working in the ICT suite
- Mark on class registers - group of students currently in ICT room
- Explain basic process and support individually
- Check all headphones are set up in ICT suite before class arrives where possible



## Supporting in lessons

- Circulate in classroom
- Be proactive in working with students and identifying support needs
- Check headphones, jacks etc in both classrooms after lessons where possible and always at either end of day / start of next day

## KS4 Support

- Y10 & 11 Double: Targeted support of 'ICT Instrumentalists' as agreed.
- General ICT support and supervision of audio recording room
- Management of deadlines for coursework
- Organisation of student coursework in files

## Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings both during and after the school day as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and students on visits, and out of school activities as required

## Equal Opportunities

Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

## Safeguarding

Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.



## Health and Safety

Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

Ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

## Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

Undertake any other duties as may be required from time to time to meet the needs of the school.

## Dunraven is a non-smoking environment



# PERSON SPECIFICATION

Before completing your application form, please read the person specification and job description carefully. In your supporting statement you should demonstrate how your qualifications, skills and knowledge match the requirements for the post.

## Qualifications

- Educated to A Level or degree level
- GCSE English C and above
- Music grade 6 and above in an instrument

## Skills and Experience

- Proven interpersonal skills
- Effective communicator both orally and in writing
- Experience of working with young people
- Excellent organisational and administrative skills
- Ability to work independently within a clear policy framework with targets and as a team
- Good working knowledge of music ICT including Logic Pro and Sibelius
- Ability to motivate

## Knowledge

- Understanding of the education system and current developments
- Awareness of current legislation regarding children

## Other

- An ability to use initiative and be flexible.
- An ability to exercise tact and diplomacy.
- Commitment to the protection and safeguarding of children and young people, with up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of children and young people.
- An awareness of Equal Opportunities issues.
- Play a full part in the life of the school community, to support the aim of 'Excellence for All' and school ethos.
- Promote actively the school's policies.
- Willingness to undertake professional development.
- Comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- Undertake any other duty as appropriate not mentioned in the above.