

Job Description

Music Support Assistant

Reporting to:	Head of Music
Liaising with:	Head of Music, Principal, other members of the school community
Grade/Salary:	Band 3 (SCP 6 to 9)
Hours of work:	Hours and weeks per years per the advert

Main Purpose:

- To support the Music team in developing and delivering music opportunities within the school.
- To take an active role in supporting the Head of Music with the 'Music Tuition Scheme'.
- To ensure that the school's standards of customer care are achieved.
- To comply with the appropriate Government, CMAT and the schools' policies, procedures and systems.

Duties & Responsibilities:

Specific Responsibilities

- Supporting the Head of Music and the Music team in developing and delivering music opportunities within the school.
- Communicating with parents, either verbally or in writing, regarding music lessons to ensure signed parental agreements are obtained.
- Responding to parental queries in a timely manner and on occasions, producing parental questionnaires so feedback can be sought.
- Where necessary, making arrangements for pupils taking music lessons. This could include liaising with colleagues in different departments to amend a timetable.
- Inputting registers and scheduling timetables onto "Practice Pal" and monitoring these registers to monitor absences and where appropriate to challenge these absences.
- Encourage and promote music lessons within the school to increase initial Advent Term sign ups and throughout the year.
- Coordinate instrument loans to pupils including obtaining loan agreements from parents and recording serial numbers, models and condition of the instruments.
- Maintaining the musical equipment and instruments and liaising with trusted repairers where necessary. This will also include ordering specialist parts such as reeds, strings and grease etc.
- Support and participate in concerts, liturgical and music shows as required.
- Participate in rehearsals for a wide range of ensembles and to assist with equipment set up before and after rehearsals.
- Liaising with external providers that the school has partnerships with to facilitate workshops, experiences days and trips.
- Cataloguing and filing of physical and digital sheet music purchased for ensembles.

General

- Be a positive influence on the climate and culture of the Academy and show a positive example at all times;
- Support the Catholic ethos of the Academy;
- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and copyright, reporting all concerns to the Head Teacher;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall aims of the Academy;
- Appreciate and support the role of other professionals;

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Person Specification

Music Support Assistant

A. Training & Qualifications	Essential	Desirable
A level of IT skills sufficient to carry out the duties of the post	A	
Qualified to at least GCSE level or equivalent incl English Lang and Mathematics to Grade C or above	A	
Commitment to ongoing professional development	A	

B. Experience	Essential	Desirable
A background as a skilled instrumentalist, singer or composer	A	
Maintaining and repairing musical equipment	A	
Experience of working within a school		A
Experience of working with music software		A & I
Working and collaborating with a team		A & I
Ability to respond quickly and effectively to issues that arise	I	
Ability to use own initiative and take action accordingly	I	
Effective communication with adults and children	I	
Ability to follow instructions from senior team members	I	
Ability to build effective working relationships with colleagues and external providers	I	

C. Professional Knowledge and Skills	Essential	Desirable
The ability to communicate, influence, motivate and engage with a wide range of children	A & I	
A strong knowledge and understanding of safeguarding, health, safety and security, confidentiality and data protection	A & I	
Good general interpersonal, organisational and communication skills	A & I	
The ability to communicate with parents/carers in a professional manner	I	
Uphold and promote the Catholic ethos and values of the school	I	

C. Professional Knowledge and Skills (continued)	Essential	Desirable
The ability to maintain and update records	I	
Able to organise own work and work with others to meet deadlines	I	
Commitment to safeguarding, equality, diversity and inclusion	I	

D. Personal Attributes	Essential	Desirable
Willingness to support Catholic life in schools	I	
Emotional resilience	I	
Ability to self-evaluate and reflect	I	
Ability to be respectful and promote equality of opportunity and diversity	I	

E. Safeguarding & Equality	Essential	Desirable
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	
Aware of equal opportunities in relation to this role	I	
Enhanced DBS & Online Check (Satisfactory)	I	