

HILLSIDE AVENUE PRIMARY AND NURSERY SCHOOL

JOB DESCRIPTION

POST TITLE: HLTA Music

RESPONSIBLE TO: Headteacher  
Senior Leadership Team  
Class Teacher

GRADE: F12-17

GENERAL RESPONSIBILITIES:

1. The overall function of a Music HLTA, in liaison with the SLT and class teachers, is to deliver whole class music to the children of the school. Typically this will take place during the teacher's PPA time.
2. A knowledge of and attending to the personal and social needs of individual pupils and any other special requirements depending on pupils' needs, wherever possible making these part of the child's learning experience.
3. To perform any administration of tests, monitoring progress and achievement as directed by the Teacher, Sendco or Headteacher.
4. To maintain contact with parents and specialists as directed by the Teacher or SLT.
5. To maintain clear, effective communication between education staff, and the senior leadership team.
6. To monitor objectively the quality of relationships between pupils, between staff and pupils, and between staff, with the constant aim of improvement.
7. To be conversant with, and work towards, fulfilling the school's aims and objectives as laid out in that policy document.
8. The responsibilities are such that the postholder would normally be expected to have completed the equivalent qualification to an NVQ Level 2.
9. As directed by the Headteacher or Sendco to promote learning through preparation of specific activities and to check on children's progress with these activities.

MAIN RESPONSIBILITIES:

1. To deliver music provision in the school. This may take the forms of:
  - Whole class music sessions, using the agreed curriculum resource.
  - Leading the school band. Rehearsals and performances.
  - Leading the school choir. Rehearsals and performances.
2. 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
3. To establish with the staff team appropriately high levels of expectation by setting down clear guidance for pupils for establishing good standards of behaviour and achievement within class and the academy in line with school and trust policies.
4. Attending meetings as required to discuss children on an individual basis and contribute towards establishing a unified and consistent approach throughout the school. This may include attending staff meetings on occasions and may also include contributing to a pupil's Annual Review in either written or verbal form.
5. Participate fully in the daily observation and recording of individual pupils' behaviour and progress in the appropriate manner and to give feedback to teachers and other staff teams where appropriate.
6. To assist in the professional development of colleagues and self by involvement in relevant aspects of the school's Staff Support and Development Programme to support the needs of the academy.
7. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all pupils and encourage pupils to interact with others and engage in activities.
8. Support the teacher in managing individual pupil's behaviour, reporting difficulties as appropriate.
9. Ensure that class teachers and the SLT are fully apprised of any behaviour issues which arise with pupils being supported.
10. Where directed to ensure that pupils' access to learning outside of the classroom is supported. This includes working with pupils excluded from lessons on work as directed by a teacher, investigating incidents with pupils and reporting these to appropriate staff.
11. Perform any other tasks that the SENDCo or class teacher may reasonably request.
12. To work with specific pupils to understand instructions and in undertaking literacy and numeracy tasks identified by the SENDCo or class teacher.
13. To work alongside teachers and to have a good knowledge of the curriculum and how this will support pupils. To attend all relevant training.

14. To support individual pupils (or small groups) when attending lessons or intervention groups.

WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed. The normal working week is configured in agreement with the Headteacher.

REVIEW:

The job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.