

	<b>Job Description</b>	
	<b>Role: Music Assistant</b>	
	<b>Grade: H5</b>	<b>Reports to: Head of Music</b>
	<b>Role specifics: 7.5 hours per week, Term Time plus 1 week only</b>	

### Purpose of the Role

To support the Music Department in delivering high-quality music education through classroom, co-curricular, and administrative assistance.

### Main Areas of Responsibility

- Assist the Music Department with the delivery of KS4 / KS5 music composition lessons
- Provide support to pupils with composition in co-curricular provision
- Perform by singing or playing in school music ensembles when appropriate.
- Oversee ensemble sheet music organisation and distribution, including support with arrangements and adaptation
- Provide administrative and logistical support to the Head of Music

*A specific tasks document relevant to the individual role and according to individual departmental requirements is provided separately. These tasks will be subject to review within organisational needs.*

### Equalities

Be aware of and support difference and ensure that the School's equalities and diversity policies are followed.

### Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, food safety, confidentiality and data protection, and report all concerns to an appropriate person.

There will be times when the post holder works alone and they must be prepared to take all appropriate health and safety precautions, taking responsibility for themselves and the site whilst on duty.

### Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of the School's pre-employment checks.

All those required to have a DBS check are required to inform the school at the earliest opportunity of any conviction, caution or bind-over that they have received or any police investigation which may lead to one of these. Failure to do so, without legitimate cause, would be a serious breach of school discipline.

**Additional Information**

The postholder is required to contribute to, and support the overall aims and ethos of the school, maintaining its high standards and expectations. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

All new recruits to the school within this Grade are subject to a 4-month probationary period, which should provide you with the opportunity to discuss your progress within the role, identify any training needs and address any concerns.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

**Person Specification**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Relevant professional experience and / or qualifications in music composition</li> <li>• Relevant administrative work experience</li> <li>• Strong communication and interpersonal skills with both adults and children</li> <li>• Ability to work collaboratively as part of a team</li> <li>• Highly organised</li> <li>• A genuine interest in education and working with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Experience of working within schools or an educational setting</li> <li>• Knowledge and understanding of safeguarding procedures</li> <li>• Understanding of school's values and ethos</li> </ul>

Postholder name:	
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Line manager name:	
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Postholder signature:	
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Line manager signature:	
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Date:	
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