



Job Description

Post title	Graduate Music Assistant, from September 2020 to July 2021
Academy	Borough Academy
Grade	Salary: Salary Grade: Band 3, (£18,203 - £19,548), 35 hours per week, 42.9
Responsible to	Assistant Principal

Summary of the overall purpose of the job

We are seeking an outstanding Graduate Music Assistant to assist with the smooth and efficient operation of all practical aspects of both academic and extra-curricular musical life of Haberdashers' Aske's Borough Academy. The successful candidate will inspire students and contribute to the continuing development of the Music curriculum and the department.

Key responsibilities and objectives of the job

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- Assist full time music staff in preparation and delivery of lessons. E.g. Music ICT lessons (team staffing), practical percussion lessons, listening to and assisting pupils working on the keyboards
- Prepare and set up for all major rehearsals. Organise practice parts.
- Clear away after rehearsals.
- Assist with tuning of instruments before rehearsals and concerts.
- Assist with music for assemblies, musical groups and choirs.
- Assist in the delivery of chamber music rehearsals.
- Act as a répétiteur for choirs / musicals when required.
- Look after notice boards and monitor departmental equipment (e.g. headphones, amplifiers etc.).
- Provide administrative support and assistance to the Music department.
- Catalogue CDs, sheet music etc. and assist with SCS activities.
- Management of departmental web pages.
- Concert stage management.

Please note this role involves some lifting, carrying and moving of musical equipment

General responsibilities and objectives

- To work within the Academy framework with regard to Health and Safety
 - To promote equal opportunities in the Academy
 - To actively promote the aims and ethos of the Federation
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- To support the Academy's commitment to the continued professional learning of all staff
 - To undertake any additional duties as may reasonably required by the CEO or Principal
 - To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies and undertake an enhanced DBS

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed: 12/03/2020

Person Specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
Well-qualified graduate in a relevant discipline	√		AP,I, R, AS
Fluency in another European language		√	AP,I, R, AS
Knowledge/skills			
Excellent inter-personal and communication skills and the ability to establish positive relationships with colleagues, students and parents	√		AP,I, R, AS
Good ICT skills	√		AP,I, R, AS
Experience			
Experience of effective behaviour management	√		AP,I, R, AS
An ability to recognise the scope for taking the subject out of its classroom setting	√		AP,I, R, AS
Personal characteristics/other requirements			
An outstanding practitioner with demonstrable passion and enthusiasm for teaching Music		√	AP,I, R, AS
Sensitivity in dealing with difficult pastoral issues		√	AP,I, R, AS
Commitment to their own professional learning	√		AP,I, R, AS
Ability to work as part of a team	√		
Loyalty, energy, articulacy and diplomacy	√		
Flexibility	√		
Adaptable and proactive attitude	√		

Friendly and highly professional approach to pupils, parents, staff and members of the public	√		
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