



Holywell School
A Church of England School
Job Description



Music Technician and Teaching Assistant

JOB TITLE:	Music Technician and Music-based Teaching Assistant
REPORTS TO:	Subject Leader for Music /Headteacher
SALARY SCALE:	NJC Scale 2A point 4 (£18,933 FTE pa – actual £15,521)
HOURS PER WEEK:	35 hours per week term time only (inc 5 INSED days)

You are required to carry out the duties as set out in the relevant paragraphs of the School Employers Pay and Conditions Document, and as the Headteacher may reasonably direct from time to time.

You must, at all times, carry out duties with due regard to Equal Opportunities requirements.

GENERAL DUTIES

To follow the Academy Code of Conduct for staff at all times.

To promote the education and welfare of all students in accordance with the Conditions of Employment of School Staff, having due regard to the requirements of the National Curriculum, the School's aims, objectives and schemes of work, and any policies of the Board of Governors. To share in the corporate responsibility for the wellbeing and discipline of all students.

JOB PURPOSE

DUTIES OF THE POST:	A. To support the Students
	B. To support the Music Department
	C. To support the School

A. Supporting the Student(s)

1. Taking into account the needs of the student(s) involved, to aid the student(s) to learn as effectively as possible both in group situations and independently within classroom music lessons and with withdrawn groups / individuals if needed.
2. To aid the student(s) to learn as effectively as possible both in group situations and on their own by, for example:
 - clarifying and explaining instructions
 - ensuring the student is able to use equipment and materials provided
 - motivating and encouraging the student(s) to engage with all areas of the music curriculum.
 - assisting in areas of weakness e.g. behaviour, language, spelling, reading, handwriting and presentation
 - helping students to concentrate on and finish work set
 - meeting physical and emotional needs as required whilst encouraging independence
 - liaising with teachers, Subject Leader for Music, to devise complementary learning activities as necessary.
 - developing appropriate resources to support the student(s)

3. To establish a supportive relationship with the student(s)
4. To develop methods of promoting and reinforcing the students' self-esteem
5. Establish good working relationships with students, acting as a role model and setting high expectations.
6. Provide consistent support to all students, responding appropriately to individual student needs within music curriculum lessons and extra-curricular activities.
7. Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
8. Promote wellbeing initiatives and activities within school

B. Supporting the Music Department

1. Setting up practical resources for curriculum lessons and extra-curricular activities e.g. class sets of ukulele/guitars; equipment for ensembles.
2. Supporting Music curriculum lessons including working with small groups of students within standard classroom music lessons – NB. This will require a working knowledge of notation.
3. Responding flexibly to support student needs within classroom music lessons and extra-curricular activities.
4. Supporting preparation of resources for lessons e.g. photocopying, IT tasks.
5. Setting up for extra-curricular rehearsals, liaising with staff who run these and completing associated administration tasks, e.g. accurate attendance registers.
6. Maintaining specialist equipment within the department
7. Cataloguing department resources.
8. Assisting with administration tasks e.g. orders/resources for lessons/support with instrumental provision as needed
9. Helping to audit and maintain teaching records as needed - e.g. cataloguing recordings
10. Assisting with department events which may be 'out of hours', e.g. concerts/services/assemblies
11. Setting up practical resources for curriculum lessons e.g. class sets of ukulele/guitars
12. To support with the preparation for concerts and performances, which may include some 'out of hours' work.

D. Supporting the Teacher(s)

1. To develop a knowledge and understanding of the statutory requirements and regulations of the National Curriculum for Music.
2. To attend relevant in-service training
3. To liaise, advise and consult with the other members of the students' support team, when asked to do so.
4. To liaise with and support peripatetic teachers for Music.
5. Where appropriate, to develop a relationship to foster links between home and school.
6. To follow school procedures and practice to protect confidentiality in dealing with students and families
7. To undertake any other duties of a similar level and responsibility as may be required from time to time.

As an employee at Holywell, you are also required to:

- Support and uphold the Christian ethos of the School
- Create a happy, secure and stimulating learning environment
- Have a sympathetic understanding of every child's needs and pay special attention to any safeguarding issues, referring to school policy and the designated safeguarding lead if an issue arises
- Have clear aims and objectives for every project and meeting and communicate them to those involved
- Have well planned work
- Secure high standards of behaviour in line with the School's Code of Conduct and Behaviour Policy
- Implement best practice as set out in school policies
- Attend to personal professional development to ensure keeping abreast of national, local and school initiatives and best practice
- All staff should share their talents, skills, ideas and enthusiasms for the benefit of the whole school and should be ready to accept responsibilities that extend beyond the classroom

October 2021