

## **HESTON COMMUNITY SCHOOL**

### **JOB DESCRIPTION: GRADUATE MUSIC ASSISTANT**

<b>Post Title</b>	Graduate Music Assistant
<b>Reporting to:</b>	Curriculum Leader Expressive Arts
<b>Disclosure Level:</b>	Enhanced
<b>Salary/Grade:</b>	Scale 6 Point

#### **Key tasks and accountabilities will include the following:**

This is a varied role working in our newly created Music Department. Duties and responsibilities include, but are not limited to:

- Supporting the Head of Music in day-to-day planning and with associated administration to ensure the smooth running of the Music Department
- Assisting the Head of Music with the preparation, coordination and promotion of music events such as Carol Services, Concerts, Young Musician of the Year Competition, external competitions, concerts and events
- Assisting the Head of Music with the promotion of music events
- Assisting at concerts
- Supporting the individual music teaching in the department by working with the students on:
  - I. Extra aural, theory, scales and sight reading
  - II. Administering mock music examinations
  - III. Assisting in lessons
- Coordinating peripatetic provision: including the timetabling of rooms, students and staff
- Helping to develop and manage display spaces
- Playing an active part in a vibrant and forward-thinking Expressive Arts department
- Undertake professional development as agreed with the Head of Music
- Provide general cover for absent colleagues
- Undertaking any other duties as requested by the Curriculum Leader Expressive Arts or Headteacher

There is scope to tailor part of the role to reflect the music skills of the successful candidate.

Heston Community School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services [DBS].

1. This Job Profile is current at the date shown but, in consultation with you, may be changed by your Line Manager or Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title. This Job Profile should be read in conjunction with the generic Job Description
2. Heston Community School is committed to working in wider partnership which will promote wellbeing outcomes for young people.

**Context:**

All staff are part of a whole school Team. They are required to support the values and ethos of the School and school priorities as defined in the School Development Plan.

This will mean focusing on the needs of colleagues, parents/carers and students and being flexible in a busy and pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 [2] of the Rehabilitation of Offenders 1974 [Exemptions] [Amendments] Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

**The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.**

## PERSON SPECIFICATION

		Essential	Desirable	Evidence
<b>Qualifications and Experience</b>				
1	GCSE level or the equivalent, with at least a grade C/4 in English and Mathematics	✓		A
2	Evidence of a Music or closely related degree	✓		A
3	Qualification in teaching		✓	A,I
4	Experience of working with secondary age students, preferably in a school environment		✓	A,R,I
5	Experience of successful teaching / leading of musical activities	✓		A,R,I
<b>Skills</b>				
6	An ability to work as part of a team	✓		A,R,I
7	An ability to communicate effectively with teachers, students and members of the community	✓		A,R,I
8	The ability to establish positive and constructive relationships with colleagues and students	✓		A,R,I
9	The ability to be flexible, to work hard and to take pride in performing well	✓		A,R,I
10	Good organisational, time-management and interpersonal skills	✓		A,R,I
11	Excellent music practitioner	✓		A,R,I
12	Good Piano skills	✓		A,R,I I
<b>Personal Attributes and Behaviours</b>				
13	A commitment to and an enthusiasm for the post	✓		A,R,I
14	Adaptability and a professional approach to the responsibilities of the post	✓		A,R,I
15	A desire to help young people gain confidence and achieve their potential	✓		A,R,I
16	An interest in a community ethos	✓		A,R,I

**Key to Evidence: A = Application**

**I = Interview**

**R = References**