

Job Description

Job title: Music Assistant

Main purpose of job:

To provide support to teaching staff in the preparation and cleaning / clearing of lesson materials and the maintenance of equipment.

Faculty: Expressive Arts

Location: Plume Academy

Position reports to: Faculty Leader

Position is responsible for: N/A

Length of contract: Casual with hours to be agreed.

Salary: £12.21 per hour plus an allowance for holiday pay

Key Responsibilities and Accountabilities

Main Duties:

As directed by the Faculty Leader, Expressive Arts:

- to ensure the efficient preparation and organisation of practice rooms to ensure that all equipment is ready for use, including drums, microphones, amps, guitars and other equipment as required
- to maintain appropriate stocks for the faculty in liaison with the Subject Leader, Music: cables and other items above
- to organise and prepare resources, tools and equipment for teachers in the faculty, enabling efficient and economical use
- to support recording and storage of students' work (e.g. GCSE recordings)
- ensure that the general environment within the Music faculty is at the expected standard and advise if anything is broken or in need of replacement
- to maintain a safe and clear working environment.
- to provide technical support to productions and performance evenings: lighting and sound.

General

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy

The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Person Specification - Qualifications and Experience	Essential	Desirable
Educated to Level 2 standard of education, interest within Music	✓	
Evidence of further professional study		✓
Good level of understanding of ICT in Microsoft packages	✓	
High standards of achievement and professionalism	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	✓	
Experience of successfully managing whole academy issues and initiatives	✓	
Experience of responsibility in a pastoral area	✓	
Understanding of technical requirements for lighting and sound in performances and recordings, including use of mixing and lighting desks.		
Knowledge, Skills and Abilities	Essential	Desirable
Thinking creatively to anticipate and solve problems	✓	
Organisational and planning skills including prioritisation of tasks	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player	✓	
Ability to work as part of a team and on own initiative and with resilience	✓	
Ability to utilise data effectively to monitor progress and evaluate performance	✓	
Staying calm and cheerful when working under pressure	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs	✓	
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	✓	
Commitment to the personal development of all students, staff and self	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs	✓	
Personal Qualities	Essential	Desirable
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		✓
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	