

Job Description

Job title:	Higher Level Teaching Assistant - Music	
Reports to:	Headteacher/Deputy Headteacher	
Scale/FTE:	Salary Scale: BR6 (NJC)	Hours: 30.00 per Week/ 38 Weeks per Year

Key Responsibilities:

To cover classes for leadership time, PPA and staff absence. Ensure that the curriculum is delivered effectively and the children are happy, stimulated and excited to learn. To also ensure that the children are supported to behave in a thoughtful, responsible and considerate manner.

SUMMARY OF RESPONSIBILITIES AND DUTIES

Working with pupils

- Use curricular/learning skills and experience to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement and good behaviour
- Provide feedback to pupils in relation to progress and achievement
- To lead whole class learning when covering leadership time, absence and PPA time

Teaching, learning and classroom management

- To plan and deliver music lessons across the key stages and evaluating, and adjusting lessons/work plans as appropriate
- To follow plans from other teachers to ensure continuity of teaching in teacher's leadership time/absence
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs to ensure appropriate progress is made in lessons
- Implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress

- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Provide general clerical/admin support, e.g. produce worksheets for agreed activities etc
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in staff and year group meetings which involve planning for teaching and learning
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff when applicable
- Supervise pupils on visits, trips and out of school activities as required

Other Responsibilities

- 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 & safety in the workplace.
- Proactively promote and demonstrate Mosaic Schools Academy Trust's vision, values and ethos in all aspects of work.
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

Details and emphasis are subject to amendment and revision in the light of the changing needs of the Trust. This will always be in consultation with the post holder and any additional training needs identified and discussed with the post holder's line manager.

Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

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Experience (Essential Requirements)		
<ul style="list-style-type: none"> • Experience of working with children across all Key Stages • Experience of planning and delivering Music lessons across Primary Key Stages 		
Qualifications/Training (Essential Requirements)		
<ul style="list-style-type: none"> • Very good numeracy/literacy skills • NCFE Accredited Level 3 in teaching assistance or equivalent qualification or experience • GCSE qualifications in English and Maths 		
Knowledge/Skills (Essential Requirements)		
<ul style="list-style-type: none"> • Has an up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children • Has a commitment to the protection and safeguarding of children • Is willing to work within organisational procedures and processes and to meet the required standards of the role • Has the ability to use initiative when required • Has good communication skills and is able to form good and appropriate relationships with children, other support staff, teachers and parents • Can use ICT effectively to support learning • Use of other equipment technology - video, photocopier • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Working knowledge of national curriculum and other relevant learning programmes • Understanding the principles of child development and learning processes • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these 		
Date: June 2025		