

Job Description

Title of post	Higher Level Teaching Assistant (Music Co-ordinator)
Salary	Grade G SCP 13 - 18
Hours of work	35 hours per week, term-time only plus 5 training days
Line manager and responsible for reviews	Assistant Headteacher

Purpose of the Post

The purpose of the HLTA Music Coordinator role is to strengthen and extend the quality, reach and impact of music education across the school and its wider community. The post holder will support teaching and learning in music by enabling continuity, progression and high levels of student engagement, while contributing to the strategic development and visibility of the Music Department. Through leading and supporting musical activities, ensembles and partnerships, the role aims to nurture individual talent, promote participation, and ensure a vibrant, inclusive and well-resourced music provision that supports students' musical development and smooth transition between educational stages.

Responsibilities

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision (accountability for overall learning outcomes rests with the qualified teacher).
- To work with the Teacher of Music and the Head of Dance and Drama to develop the Music Department, including raising the profile of Music across the school and within the community.
- To advance students' music skills in a range of settings including working with individual students, groups and whole classes where the assigned teacher is not present, e.g. PPA time or covering short term absence.
- Assist with lessons and activities, organising and managing an appropriate learning environment and resources.
- Support the development of individual musicians by working with them on an individual or small group basis.
- Provide short-term cover in the event of absence within the department, delivering work within an agreed system of supervision, adjusting activities according to students' responses/needs.
- Assist the Teacher of Music to develop the Music Department, recruiting students to courses and tuition and raising the profile of the department within school and the local community.
- Conduct the school's Concert Band and work alongside the Teacher of Music with regard to rehearsals and developing the skills and repertoire of the band.
- Work with local primary schools to create links and ensure more effective transition between schools.
- To enhance music provision across the primary schools, through the co-ordination of music tutoring.

Other responsibilities/accountabilities

- Assist with the development of instrumental lessons delivery within the school and monitor its effectiveness.

- Run enrichment activities such as School of Rock and assist with supervising the Music corridor at break and lunchtime.
- First aid rota cover, as appropriate, following full formal training.
- Undertake supervisory duties as instructed by Senior Leaders, such as student break and lunch times.
- Organise and take part in departmental trips and visits, ensuring school protocols are followed.
- Assist with school productions when required by the Head of Dance & Drama.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Advanced Threshold Level

Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

Method of Working

Northern Star Academies Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Trust's Code of Conduct and Culture Code reflecting the Trust's values at all times.

You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction period, ongoing performance reviews and through Trust communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Trust staff. It is a prime objective therefore that staff will at all times project to the public the image of the Trust as keen to assist wherever possible and positively promote the work that is carried out.

Special Conditions Of Service:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

Other Considerations

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.