

JOB DESCRIPTION

Job Title: Enrichment Support Assistant (Music Department)

Location: The Sixth Form College Farnborough

Line Manager: Curriculum Manager for A Level Music

Job Purpose

This post provides extra-curricular support to the Music department and to improve the out-of class opportunities and experiences for students, developing links with departments in the College and within the local community.

Reporting to the Curriculum Manager for A Level Music, you will work closely with both staff and students in the various day-to-day activities which take place.

The post holder will contribute to the achievement of the College's single corporate objective – **improving students' achievements** – by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

Key Responsibilities

- Accompanying, rehearsing and directing ensembles and individual performers as required for rehearsals and concerts.
- Leading extra-curricular classes such as Grade 5 Theory and advanced composition.
- Organising concerts, tours, outreach, masterclasses and other musical events during the year.
- Create performance opportunities for collaboration with other departments in the College.
- Offering aural and other musical technique classes as required.

- Undertaking general departmental administrative duties as reasonably requested by the Curriculum Manager for Music.
- Represent the department at College Open Days, concerts and similar events.
- To comply with policies and procedures relating to fraud and irregularities, child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the general data protection regulations, reporting all concerns to the appropriate person.

Knowledge, Skills and Experience

Category	Skills and Experience Required
Education and Qualifications	<ul style="list-style-type: none"> • An honours degree in Music.
Experience	<ul style="list-style-type: none"> • Experience of working in an education environment. • Experience of event organisation. • Experience of rehearsing and directing musical ensembles. • Experience of musical performance as a soloist and/or an ensemble.
Administrative Support and IT Skills	<ul style="list-style-type: none"> • Strong IT skills with the willingness to develop skills and undertake additional duties as required.
Skills and Attributes	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills with the confidence to engage with internal and external individuals. • Demonstrable experience of reliability, flexibility and ability to meet deadlines. • Ability to use your own initiative and respond to situations professionally. • Excellent organisation skills, with the ability to prioritise work and manage conflicting demands. • A proactive approach to problem solving.
	<ul style="list-style-type: none"> • Competent keyboard skills. • Strong composition skills including Bach Chorale harmonisations. • Strong sight-reading skills.

Personal Qualities	<ul style="list-style-type: none"> • Positive, enthusiastic and a 'can do' attitude. • Passionate about working with young people.
Job Requirements	<ul style="list-style-type: none"> • A commitment to the safeguarding and welfare of all students and staff. • Ability and willingness to work outside of normal College hours for events purposes. • Full and valid driving licence with access to a vehicle for work purposes.