



## JOB DESCRIPTION: TEACHING ASSISTANT - MUSIC

Scale 3 – Spine Points: 5 – 6 [Inner London]

Effective from: March 2026

This post holder is required to carry out the duties of a Teaching Assistant - Music, under the direction of the Head of Music, to support the Music Department in the administration, preparation and delivery of music lessons.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between Head and member of staff, and will be reviewed annually.

### Main Responsibilities & Accountabilities

- Assisting teachers with the delivery of music lessons, including supporting in break out lessons.
- Supervising, assisting, and setting up for clubs, ensembles and rehearsals.
- Setting up performance spaces for concerts.
- Sing or play in music ensembles if appropriate.
- Designing and printing promotional material for performances.
- Assisting pupils with the preparation of specific pieces of work such as Music GCSE coursework and performances.
- Assisting with filming of examination submissions and co-curricular events.

### Administrative Support

- Assisting the Head of Music with administrative and logistical tasks.
- Setting up music tuition payment items on the school's parent payment system, ParentMail.
- Regularly monitoring ParentMail to track incoming payments and maintaining accurate and up-to-date records of payments received and outstanding balances.
- Act as the primary point of contact regarding queries and payment schedules.
- Proactively identify overdue payments and settle balances following the school's procedures.

### Support for the School

- Contribute to the overall ethos, work and aims of the school
- Show a willingness to support whole school activities when required
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
- Be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

### Safeguarding and Inclusion

- To comply with policies and procedures relating to Child Protection, Health & Safety, security, confidentiality and data protection and to ensure that the individual's line manager is made aware and kept fully informed of any concerns which the individual may have in relation to safeguarding and/or child protection.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the individual's role within the organisation.

### Continuing Professional Development

- To be reflective of own practice and identify appropriate training for self-development
- To willingly participate and commit to the school's on-going wider learning programme including specialist training in safeguarding of children and young people.



## PERSON SPECIFICATION: TEACHING ASSISTANT - MUSIC

### Outline of Key Abilities

You are asked to focus upon demonstrating the extent to which you meet each of the selection criteria when writing your personal statement which you will find under Section 6 of the application form. Please read the candidate guidance under that section

Key:

**E – Essential      D – Desirable      A – Application Form      I – Interview/Selection Process**

Qualifications and Training:		E	D	A	I
1	Experience working with children of relevant age in a learning environment.	✓		✓	
2	Working in a school environment		✓	✓	
3	Relevant professional experience and / or qualifications, especially music theory knowledge	✓		✓	✓
4	Excellent numeracy/literacy skills	✓		✓	
5	Competence with ICT packages generally used in the classroom, especially those used in music production.		✓	✓	

Experience, Professional Knowledge and Skills		E	D	A	I
6	Recent and relevant professional development		✓	✓	✓
7	Willingness to further develop professional skill	✓		✓	✓
8	Good understanding of child development.	✓		✓	✓
9	Ability to relate well to children and adults	✓		✓	✓
10	Personal integrity and the commitment and drive to do what is best for all students the students	✓		✓	✓
11	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	✓		✓	✓
12	Full working knowledge of relevant polices/codes of practice/legislation.		✓	✓	

13	Confident in promoting positive attitudes and behaviour in pupils	✓	✓	✓
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14	Confident in the use of admin ICT systems including software packages and school administrative systems.	✓	✓	✓
15	Ability to challenge, motivate and empower students	✓	✓	✓
16	Ability to manage resources efficiently	✓	✓	✓
17	Capacity to work very hard under pressure and to meet all deadlines set	✓	✓	✓
18	Committed to supporting and promoting the extra-curricular life of the school	✓	✓	✓
19	An understanding of the school's equal opportunities policy and how it is implemented	✓	✓	✓
20	Committed to supporting the distinctive nature of a Catholic school and promoting the educational principles of St John Bosco	✓	✓	

Personal Qualities		E	D	A	I
21	Commitment, enthusiasm and energy.	✓		✓	✓
22	Willingness to be involved in the wider life of the school community.	✓		✓	
23	Ability to be flexible and problem solve	✓			
24	Excellent communication, organisational and interpersonal skills with both adults and children	✓		✓	✓
25	Able to form and maintain appropriate professional relationships and boundaries with children and young people	✓		✓	✓
26	Flexibility, sensitivity and the ability to find solutions	✓		✓	✓
27	Excellent record of personal attendance and punctuality	✓		✓	
28	Genuine enjoyment of working with young people	✓		✓	✓

Safeguarding and Equal Opportunity		E	D	A	I
29	Knowledge and understanding of relevant legislation and guidance in relation to working with, safeguarding and the protection of children.	✓		✓	✓
30	Understands the importance of ensuring that all children and staff feel safe and included	✓		✓	✓
31	Understanding of equality of opportunity issues and how they can be addressed in schools	✓		✓	✓
32	Commitment to safeguarding and protecting the welfare of children	✓		✓	✓