

Practice Assistant – JOB DESCRIPTION

32 weeks per year, following the school's academic terms, teaching weeks only.

Contract length: Permanent position, paid hourly.

Various shifts between the following times:

Monday to Friday:

7.30am-4.30pm (half hour break and lunch break, both unpaid)

Saturday:

8.30am-1pm (half hour break, unpaid)

Holiday / Lieu Time: Holiday pay will be paid three times during the year and in accordance with your contract

Lieu Time: n/a

A certain amount of flexibility is required to accommodate specific changes in the School's schedule: for instance free weekends, early finishes at ends of terms and other key points in the School's calendar.

Responsible To: Joint Practice Team Leaders
Music Department Manager

Line Manager: Joint Practice Team Leaders

1. General

- 1.1. To support instrumental tutors' schemes of practice for all students.
- 1.2. To help the implementation of these schemes by spending time with the students as they practice and by maintaining regular contact with the tutors.
- 1.3. To provide weekly written reports (see 2.3 below).
- 1.4. To be sensitive to the musical and pastoral needs of each student, always working creatively, helping them to reach their full potential.
- 1.5. To maintain a high standard of practice amongst students, encouraging positive work and achievement.
- 1.6. To help maintain a sense of order and calm discipline amongst practising students in the department, and to support the work of the Joint Heads of Practice and the Practice Administrators.

2. Specifics

Updated 17/4/18

2.1 **Commitment**

Practice Assistants will be expected to commit to a minimum of 70% of their allocated shifts. Where cover is not found for a shift, we require at least 24 hours notice - as explained in the handbook.

2.2 **Allocation of Tutees**

Each Assistant will have a specific responsibility for overseeing the practice of a number of students during any one shift. Wherever possible these will play the same instrument, although all Practice Assistants will be required to work with students of other disciplines.

2.2 **Weekly Requirements**

The Practice Assistants will provide a weekly report for each student with regard to:

- Progress made since last seen
- Level and content of help required from the Assistant (if any)
- Degree of response / progress made by the student during the practice session
- Attitude to work (mention only specific problems or achievements)
- Effort – a mark will be given out of 4 for this

The above reports should be sent to instrumental tutors and Heads of Department on a regular basis and can be found on the staff intranet.

3. **Daily Requirements**

- 3.1 During the early morning session (7.30am – 8.30am) Assistants will record the attendance and punctuality of students, compiling lists of absentees and latecomers, and emailing these to the relevant members of staff.
- 3.2 During the school day (8.30am – 4.30pm) each Assistant will have a personal timetable of students to be seen. Reports should then be written as above. Any remaining time should be used to check on other students, adding to their reports as necessary.
- 3.3 Any problems should be taken in the first instance to the Practice Team Leaders or, if absent, to the Music Department Manager.
- 3.5 Any other reasonable duty as required by the Heads of Department or the Director of Music.
- 3.6 In the absence of a Practice Administrator during the 8:30 – 4:30 period, all procedures of absence monitoring etc. should be upheld.

Person Specification	Essential/Desirable
----------------------	---------------------

(Qualifications, skills, knowledge and experience)		
Qualifications	Post Graduate or Graduate qualification	Essential
	Specialist in own field of music	Essential
	Right to work in the UK documentation	Essential
Experience	Of working with children and young people	Essential
	Of working in schools	Desirable
	Excellent musician/experienced performer	Essential
	Experienced of working in music education	Desirable
Knowledge, skills and abilities	Knowledge of instruments other than your own	Desirable
	Excellent communication skills and empathy with young people	Essential
	Good organisational skills	Essential
	Responsible, self-motivated, team player	Essential
	Good written and verbal communications skills	Essential
Attitude and disposition	A patient, diligent, reliable personality	Essential
	Versatile and enthusiastic approach to the role	Essential
	Excellent interpersonal skills	Essential
	Ability to handle sensitive information and maintain discretion on sensitive issues	Essential
Other circumstances	General health appropriate to the duties of the post	Essential
	Suitability to work with Children	Essential

The post-holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with Chetham's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in Chetham's, s/he must report any concerns to Chetham's Child Protection Officer or to the Head (as appropriate).

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I becomes aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Head.

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee's Name:

Employee's Signature:

Date: