

JOB DESCRIPTION

JOB TITLE:	Teaching Assistant
LOCATION:	Chetham's School of Music
RESPONSIBILITIES DELEGATED BY:	Head of Compensatory Education

Background

Our music programme, academic and wellbeing structures support the development of each individual student from the moment they arrive until the time they leave. Each student is provided with the skills and confidence to help them make the most of their opportunities at Chetham's, their chosen conservatoire or university and life beyond. We all accept responsibility for the development of each student; not only in terms of the highest musical and academic standards, but also in the confidence and self-esteem which comes from being valued as an individual at Chetham's.

Our students are individuals and we recognise that each and every child arrives at Chetham's with talent and potential and must be able to succeed in our environment. Each student and their parents are therefore entitled to, and receive, specific, focussed support, which is adapted at every stage of their development according to their needs. Chetham's aims to sustain excellent standards of individualised care.

We promote moral and spiritual values through the quality of relationships between students and between students and staff. We help our students develop positive personal qualities, attitudes and values; our commitment to the care of others, as we nurture our students' musical and academic talents, remains paramount to the ethos of the school.

The School is committed to the ongoing support of existing staff through a variety of INSET on important issues relating to the welfare of children and to the training and support of new staff through its programme of Induction.

Context

The work of the Compensatory Education Department covers all the specific SEND and EAL support within the school mostly on a 1:1 basis. In a change of direction, we are now looking to diversify our provision by including a Learning Support Assistant primarily in the middle school but not restricted to it. Within our community a number of students have SEND – dyslexia, dyscalculia, dyspraxia, ADHD, ASC and some students who have partial hearing and/or sight. We also have a number of overseas students with English as an Additional Language.

The Role

To work under the direction of the Compensatory Education (Comp Ed) Department and in collaboration with academic staff, is to provide high quality education intervention and support for students to allow them to engage fully in their learning. The successful applicant(s) will be expected to demonstrate enthusiasm, initiative, flexibility and the ability to work as part of our successful team. Experience of working with SEND and EAL students will be required, specifically but not exclusively, within the core subjects of English, Maths, Science and Music.

General Responsibilities

(This list is not exhaustive and does not form part of the Contract of Employment. Consequently, the tasks may be varied in accordance with the demands of the appointment)

To work in class and with small groups to reduce barriers to learning

To engage and motivate students to learn and to participate in their studies

To support students and to be part of informal assessment of students, and support during the formal examination series or prior to an assessment etc

To carry out general administrative tasks

To liaise with the key members of staff who have responsibility for students e.g. Head of Section, Heads of Instrumental Dept, House Staff, Tutors, Medical.

To engage fully in the School's approach to safeguarding including the safer recruitment process and ongoing requirement of safeguarding training

To participate fully in the life of the School

To be attached to a tutor group, taking primary responsibility for a group of students

Working Hours:

The post is 35 hrs per week, term time only, in addition to which you will also be expected to participate fully in the life of the School. This will involve being attached to a tutor group, taking the primary responsibility for a group of students. You will be expected to support students at major concerts and other School events.

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 the School'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 the School, s/he must report any concerns to the Designated Safeguarding Lead or one of her Deputies.

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 become 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.

Person specification – Teaching Assistant

Qualifications	<p>Minimum of Level 2 qualification, e.g. Level 2 Certificate for the Children & Young People's Workforce/Teaching & Learning in Schools, Learning and Development (CCLD) or equivalent qualifications and beyond.</p> <p>AND/OR</p> <p>Level 3 qualification, degree or equivalent qualifications/experience</p>	Essential
Experience	Of working with children and young people in an educational setting	Essential
	Experience of working with students who may have an Education, Health, Care Plan	Desirable
	Experience of working with people with English as an Additional Language	Desirable
Knowledge, skills and abilities	Excellent communication skills and empathy with young people	Essential
	<p>Knowledge and experience of working with students who may be challenged because of:</p> <p>Cognition and learning.</p> <p>Communication and interaction.</p> <p>Social, emotional and mental health difficulties.</p> <p>Sensory and/or physical needs.</p>	Desirable
	To conduct yourself in a professional manner befitting to the position	Essential
	High standard of English language, fluent English speaker as well as excellent written and communications skills	Essential
	Able to keep written records of children's work and identifying needs/gaps in learning	Essential
Attitude and disposition	Friendly, positive disposition	Essential
	Ability to promote good well-being, to be an encourager and to have skills of deflection/distraction when appropriate	Essential
	Able to relate well with students and adults including other members of staff, parents and carers.	Essential
Other circumstances	Ability to handle sensitive information and maintain discretion on sensitive issues	Essential

	Willing and keen to develop professionally with training and learning appropriate to the post	Essential
	Suitability to work with children	Essential