Practice Administrator

Job Description

Responsible To: Joint Heads of Practice
Director of Music

Line Manager: Joint Heads of Practice

The Music Department is at the very heart of the School and is the centre of all students' musical studies. The Department has a lively, busy atmosphere, and delivers the best possible musical opportunities for all of its students.

The practice team itself, made up of professional musicians from across the North West, carefully assists and encourages all students in their daily endeavour to become some of the world's leading musicians. The Practice Administrator role is designed to help with the overall efficiency of the department and to enable the practice team to focus its energy on supporting students' musically.

KEY RESPONSIBILITIES:

- To register all students practising across the department. Registers need to be recorded at the beginning of every practice session.
- To report and locate any student absences.
- To physically monitor the Practice areas, reinforcing discipline and a good work ethic, alongside the Practice Team.
- To keep a record of any concerns regarding discipline and attendance. This is then used as part of the students' termly effort mark.

Duties:

- To register all lower and middle school students (years 4 - 11) during each practice period, recording attendance and monitoring punctuality.
- To file and keep in good order all practice registers and timetables, past and present.

- To amend registers and timetables as and when required – especially at the start of each year.
- To compile lists of absentees for each period of practice. To follow up reasons for absences through direct communication with students, use of the swipe card access and in some cases via Heads of the Boarding Houses, Heads of Instrumental Departments and music timetabling staff.
- To inform the Heads of Practice of any recurring absences, so that appropriate action can be taken.
- To make sure that students retain the discipline of practicing in their allocated practice rooms and to supervise attitude to work among students during their allocated practice sessions.
- To support the Practice team in the reinforcement of good behaviour and discipline in the practice areas, as according to the rules and regulations outlined by the school and the Director of Music.
- To be sensitive to the pastoral needs of students and to relate those needs to the Heads of Practice and to the relevant House Parents as appropriate.
- To lock and unlock practice rooms as and when required.
- To support the Heads of Practice with any additional administration duties, as required.
- Any other duties as required by the Director of Music, Joint Principals or Director of Finance.

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*, the *Staff Code of Conduct* 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 Joint Principal (NS).

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 above job description.

Employee's name: _____

Employee's signature: _____

Date: _____

Person Specification

Practice Administrator Ad- hoc

Essential Qualities

- Excellent communicator
- Computer literate with a good level of knowledge of most common P.C. packages (e.g. word / excel etc).
- Highly organised and self-motivated.
- Experience of working with young people.
- Compassion, yet able to enforce discipline.
- Team player.
- Decisive and consistent in decision making.
- Suitability to work with children.

Preferred Qualities

- Experience of working in a school environment (2 years plus).
- Administrative experience.
- Musical background and an understanding of musical and instrumental training.

The Practice Administrator should possess the ability to efficiently and accurately carry out the tasks as outlined in the job description. With a calm manner and the ability to react positively to fast changing and, at times, unpredictable circumstances, the Practice Administrator will be a flexible, dependable and approachable member of the team. The ability to strike up strong but appropriate relationships with students and all members of the Practice Team and the wider school alike is essential.