Practice Assistant – JOB DESCRIPTION

Responsible To: Joint Heads of Practice
Music Department Manager

Line Manager: Joint Heads of Practice

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 feedback (see 2.2 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

2.1. Commitment

Practice Assistants are expected to show a high level of commitment to their allocated shifts. It is understood that other professional commitments may occasionally require Assistants to alter their shifts, for which cover must be sought (using the department's approved process, as outlined in the Practice Departmental Handbook). Poor management or failure to show commitment to shifts will be reviewed and managed accordingly.

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 weekly feedback 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)

Feedback should be added regularly to each student's online Music Journal. Music Journals are viewable by instrumental tutors, Heads of Department, and parents. Students can contribute to the dialogue about their practice via this medium as well.

3. **Daily Requirements**

3.1. During the school day (8.30am – 4.30pm) each Assistant will have a personal timetable of students to be seen. Any remaining time should be used to check on other students, adding to their Music Journals as necessary.

3.2. Any problems should be taken in the first instance to one of the Heads of Practice or, if absent, to the Music Department Manager.

3.3. Any other reasonable duty as required by the Heads of Practice, Music Department Manager 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 by the Practice Assistants.

Person Specification (Qualifications, skills, knowledge and experience)		**Essential/Desirable**
Qualifications	Postgraduate or Graduate qualification	Essential
	Specialist in own field of music	Essential
	Right to work in the UK documentation	Essential
Experience	Experience of working with children and young people	Essential
	Experience of working in schools	Desirable
	Excellent musician/experienced performer	Essential
	Experience of working in music education	Desirable
	Knowledge of instruments other than your own	Desirable

Knowledge, skills and abilities	Excellent communication skills and empathy with young people	Essential
	Good organisational skills	Essential
	Responsible, self-motivated, team player	Essential
	Good written and verbal communication 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 persons for whom they are responsible, or with whom they come into contact, will be to adhere to and always ensure compliance with Chetham's Child Protection Policy Statement. If, while 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, they must report any concerns to Chetham's Child Protection Officer or to the Joint Principal (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 Joint Principal.

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.

Name: .....

Signature: .....

Date: .....

October 2023