

KickStart Job Description and Person Specification

Music Group and Music Support Assistant

Job Description - Sample, subject to discussion with the candidate

Chiltern Music Academy (CMA) is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment

Post title:	Music Support Assistant
Hours of work:	25 hours per week to include Tuesday and Friday evenings and Saturday mornings
Remuneration:	National Minimum wage plus pension contribution
Responsible to:	Business Manager Ensemble leaders
Main Responsibilities:	<p>Tasks will include, but are not limited to:</p> <ul style="list-style-type: none">• Assisting individual students in ensemble group sessions• Supervising learning activities as directed by the music leaders• Assisting with the logistics and functioning of a COVID-secure environment• Assisting with general administration and office tasks related to the organisation <p>Assisting with the provision of learning and mentoring activities COVID-19 has resulted in the need for additional support for the resumption of our musical activities. Some children have coped better than others and we are looking for someone to support those children who are struggling as they develop their skills and re-engage with the joy of playing together. You will:</p> <ul style="list-style-type: none">• Work under the instruction of a music leader to ensure all children experience an appropriate and enjoyable level of learning• Strive to maintain a challenge to learning with appropriate support <p>Communication CMA is proud of its friendly atmosphere and the team work hard to ensure that parents, students and staff are welcomed, informed and supported. You will:</p> <ul style="list-style-type: none">• Undertake to work effectively with parents, students and staff• Share the responsibility of maintaining this community atmosphere• Strive to be a positive role model to the students <p>Organisation As a small, independent charity, CMA is a responsive organisation that can respond rapidly and effectively to challenges and opportunities as they arise. You will:</p> <ul style="list-style-type: none">• Manage your workload as given by the business manager and music leaders• Attend and participate in team meetings• Maintain a positive, flexible attitude <p>Student welfare, health and safety You will:</p> <ul style="list-style-type: none">• Promote and safeguard the welfare of the students with whom you come into contact• Ensure that you adhere to policies regarding relevant health and safety regulations• Abide by any COVID regulations imposed by government or CMA during your placement <p>This list is not intended to be exhaustive and you may be required to undertake other reasonable duties as the charity requires from time to time. We are also flexible and can consider other music-based opportunities within your working week to give you relevant experience for your future.</p>

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Person Specification			
	Essential	Desirable	Method of assessment
Qualifications:	<ul style="list-style-type: none"> • Educated to GCSE level standard or equivalent • GCSEs in Maths and English 	<ul style="list-style-type: none"> • Post 16 or degree level qualifications 	Production of the applicant's certificates
Experience:	<ul style="list-style-type: none"> • Experience of working with young people • Experience of playing music in an orchestra, concert band or choir 	<ul style="list-style-type: none"> • Experience of working in a busy public-facing role 	Application Form Interview References
Skills:	<ul style="list-style-type: none"> • Good literacy and numeracy • An ability to communicate both orally and in writing 	<ul style="list-style-type: none"> • The ability to read music fluently 	Application Form Interview References
Knowledge:	<ul style="list-style-type: none"> • An understanding of the ethos of a community music-making environment such as CMA • Commitment to this ethos 	<ul style="list-style-type: none"> • An awareness of Safeguarding • An awareness of special educational needs 	Application Form Interview References
Personal competencies and qualities:	<ul style="list-style-type: none"> • A genuine enthusiasm for working with children and young people • The ability to work on your own initiative and to tight timescales • Proactive, organized and methodical • The ability to grasp detail and complexity • A high level of personal and professional commitment • Flexibility • A positive attitude • The ability to strike a good rapport with students, staff and parents • A willingness to improve your skills 		Application Form Interview References

As part of the six month KickStart placement you will be provided with;

- initial safeguarding training
- work place communications skills training
- health & Safety at work training

Throughout the placement you will be provided with:

- mentoring to ensure both parties are getting the most out of the placement and ensuring you are comfortable and confident with your role as you progress through the training
- support in looking for long-term work
- 6 hours of training for writing of CVs, job applications and interview technique preparation
- development of skills such as teamwork, organisation and communication, as part of your actual role
- group online discussion sessions with other placements in similar roles so you can compare experiences
- online support help
- a certificate of completion
- a testimonial for your work within your placement
- all training resources

Throughout the placement you will receive mentoring from a person outside of CMA

- 6 hours of virtual 1:1 mentoring
- 2 hours (4x30 min) career guidance
- a monthly report identifying key strengths and action points which will be shared with the organisation