

THE CASTLE PARTNERSHIP TRUST

Executive Headteacher: Sarah Watson



The Castle Partnership Trust

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THE CASTLE SCHOOL

Wellington Road, Taunton,
Somerset TA1 5AU
Tel: 01823 274073
www.castleschool.co.uk

COURT FIELDS SCHOOL

Mantle Street, Wellington,
Somerset TA21 8SW
Tel: 01823 664201
www.courtfields.net

May 2018

Dear Applicant

Music Department Assistant vacancy at The Castle School

Thank you for your interest in the above post. The Castle School offers a rewarding and positive environment in which to work and I hope that these details encourage you to submit an application.

An opportunity has arisen for an enthusiastic and motivated individual to join our busy Music Department at The Castle School. The successful applicant is likely to be skilled in playing a musical instrument or singing, particularly in ensembles and will, ideally, have a knowledge of music software.

This is currently a part-time post of 10 hours per week for term time plus INSET days (39 weeks per annum which is the equivalent of 44.263 paid weeks per year). The salary scale is Grade 14 on the School Support Staff Pay Scale (£9.01 - £9.68 per hour). This represents an actual starting salary of £3,990 per annum.

The most important thing for our children is their safety. We foster a culture of vigilance amongst staff, students and parents. We always listen to children and take their concerns seriously. The Castle School is committed to safeguarding and all staff have a duty of care towards our young people. All complaints and concerns are fully investigated.

Please note that for posts working with children the successful candidate will be required to undergo an Enhanced Disclosure and Barring Service checks (previously known as CRB checks).

Applications should be emailed to recruitment@castle.somerset.sch.uk or posted to
Mr Rob Trowbridge
Assistant Business Manager
The Castle School
Taunton
Somerset
TA1 5AU

Please do not send copies of DBS (Disclosure and Barring Service) certificates, or additional materials with your form. Any CVs must accompany a fully completed application form.

The closing date for applications is 9am on Monday 11 June 2018 with interviews due to take place the week commencing 18 June 2018.

Yours sincerely



Sarah Watson, Headteacher

Job Description

Job Title:	Music Department Assistant
Reports to:	Head of Music
Grade:	Grade 14
Working time:	10 hours per week; 39 weeks per year (term time plus one week)
Disclosure Level:	Enhanced

Main Purpose of Job:

To support high standards of teaching, learning and achievement for all students by providing effective and efficient support and assistance within the Music Department.

Duties:

The job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Working under the instruction/guidance of the Head of Music, the Assistant will:

1. Support extra-curricular activities by photocopying and filing music and carry out other general administrative duties.
2. Assist teaching staff with displays and the general appearance of the department.
3. Regularly check equipment to inform the Head of Department of items requiring repair.
4. Help with setting up concerts and other performances.
5. Assist students in class music lessons.
6. Willingness to work on occasional evenings to support concerts.
7. Accompany students on educational visits to theatres or music studios.

Standards and quality assurance:

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings.
- Be proactive in matters relating to health and safety across the school.

Contacts and Relationships:

- Regular and frequent contact with students and members of staff.
- The most important thing for our children is their safety. We foster a culture of vigilance amongst staff, students and parents. We always listen to children and take their concerns seriously. The Castle School is committed to safeguarding and all staff have a duty of care towards our young people. All complaints and concerns are fully investigated.

Desirable Knowledge, Skills & Experience:

- Communication skills, creativity, prioritisation, organisational skills.
- Skilled in playing an instrument or singing, particularly in ensembles.
- Experience of working with young people in an educational environment.
- Knowledge of Music software, particularly Sibelius and Garage Band.
- Experience of working within a musical establishment such as music school/shop or music studio.

Personal Qualities:

- Enthusiasm
- Flexibility
- Initiative
- Attention to detail
- Ability to work under pressure
- Sense of humour
- Ability to work both alone and as part of a team.

Standards and quality assurance:

- Support the aims and ethos of the school. Set a good example in terms of dress, punctuality and attendance.
- Be proactive in matters relating to health and safety.
- Attend team and staff meetings.

The post holder will further develop his/her knowledge, skills and experience whilst in post. This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Criminal Records Bureau (CRB) Enhanced Disclosure Certificate.