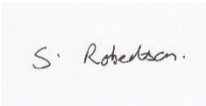
 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
DIRECTORATE:		Children's Services	
SERVICE AREA:		Tees Valley Music Service (TVMS)	
JOB TITLE		Apprentice Teaching Assistant (TVMS)	
REPORTING TO:		TVMS Management Team	
APPRENTICESHIP QUALIFICATION		Teaching Assistant – Level 3	
APPRENTICESHIP DURATION:		21 Months	
1.	JOB SUMMARY:		
	<p>To support and deliver small group instrumental/vocal tuition across a number of key stages on at least one instrument (or voice) at schools/colleges, educational settings and online or remotely across the boroughs of Stockton, Hartlepool, Middlesbrough and Redcar and Cleveland according to need.</p> <p>Support Whole Class Teaching programmes and support with leading of ensembles and sectionals in premier, area and school ensembles and at TVMS events</p> <p>To work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience.</p>		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1	Plan and direct weekly instrumental/vocal lessons for TVMS students face to face in local schools and colleges and online using digital technologies such as Zoom and Teams under the direction of one of TVMS' Qualified Teachers (Learning Mentor)	
	2	Plan, develop and evaluate instrumental/vocal materials used in small group lessons as well as continuous assessment of learners' work under the direction of the Learning Mentor	
	3	Actively recruit new students from area schools and for online tuition maintaining appropriate quality standards, quality monitoring including student retention rates, examination results, achievement rates and student progress supported by the Learning Mentor	
	4	Support with whole- class programmes and instrumental/vocal workshop opportunities and online projects and events across the four local authority areas on your instrument/voice including weekend and holiday workshops such as TVMS Come and Sing Days, Snappy Events and Summer Schools under supervision of the TVMS Management Team and the Learning Mentor	
	5	Support with the development of area, premier and online projects, ensembles and masterclasses and encourage pupils to access these supervised by the Learning Mentor.	
	6	Be an ambassador for and promote the work of TVMS and the Music Education Hub within schools and colleges and encourage all students to access musical activities	
	7	Keep up to date with local and national developments on your instrument/s/voice and engage in regular and relevant CPD opportunities, including safeguarding training arranged by TVMS	

	8	Attend planning and review meetings with members of the TVMS Management Team as and when required
	9	Adhere to service policies and procedures and participate in team meetings and full staff briefings relevant to the service
	10	Participate in staff and whole-service development activities, including in-service training, team meetings and working party groups
	11	Offer educational guidance and appropriate student welfare, including procedures relating to recruitment, enrolment and induction of students. Use TVMS Management software Speed Admin effectively to support with this
	12	Meet deadlines and keep accurate and up-to-date registers of student attendance to lessons.
3	GENERAL	
	<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder</p> <p>Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.</p> <p>Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.</p> <p>Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development</p> <p>Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council</p> <p>Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.</p> <p>Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p>Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p> <p>Inclusion - The values of equality, diversity and inclusion sit at the heart of our programme planning and delivery, and therefore we would particularly welcome applications from those who identify as being underrepresented within the music and education sector, from Black and Minority Ethnic Communities or those registered with a disability.</p> <p>We believe all young people should have the opportunity to participate in music making and have a choice of progression routes which meet their individual needs and allow them to unlock and fulfil their potential. We put young people at the centre of our programmes, from planning to delivery, and ensure that Youth Voice is at the heart of our ways of working. TVMS believes passionately in the principles of Equality, Diversity and Inclusion and is committed to ensuring that these principles are embedded throughout our organisation. We believe that all young people’s musical experiences should be HEARD:</p>	

	<ul style="list-style-type: none"> • Holistic - placing emphasis on personal, social and musical outcomes • Equitable – people facing the biggest barriers receive the most support • Authentic - developed with and informed by the people we do it for • Representative – the people we work with as participants and colleagues reflect our diverse society • Diverse – all musical genres, styles, practices are valued equally 		
	Name	Signature	Date
Job Description written by (Manager)	Susan Robertson		24 th May 2021
Job Description agreed by (Apprentice)

Job Description dated 24th May 2021

PERSON SPECIFICATION

Job Title	Apprentice Teaching Assistant (TVMS)	
Directorate / Service Area	Children's Services	Tees Valley Music Service (TVMS)

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>5 GCSEs or equivalent. Must include English and Maths – Grade C/4</p> <p>Grade 5 + in a recognized Music Performance/Theory exam or equivalent</p> <p>PLEASE NOTE: You must not hold an existing qualification at the same or higher level as this apprenticeship or in a similar subject</p>	Grade 8 +/Diploma level qualification in a recognized Music Performance/Theory exam or equivalent	Application form
Experience	Experience of performing in public on instrument/voice – either solo performance or as part of a band, choir, orchestra or other ensemble	<p>Experience of supporting the learning experiences of young people</p> <p>Experience of using digital technologies to engage young people in their learning</p>	Application / Interview
Knowledge & Skills	<p>Excellent organisational skills</p> <p>Good communication skills and ability to relate to a variety of age ranges and abilities including SEN students</p> <p>Some knowledge of a range of musical repertoire</p> <p>A willingness to engage in the principles of Equality, Diversity and Inclusion, and how this applies to your</p>	IT skills specific to Music teaching and recording programmes	Application / Interview

	<p>own practice, or a willingness to develop skills and knowledge in this area</p> <p>IT Skills and competency in Microsoft Office programmes including Word/Excel/Power Point</p> <p>Logical approach to problem solving</p>		
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Flexible working and ability to be able to work in the evenings, at weekends and during school holidays</p> <p>Team worker</p> <p>Committed to excellence</p> <p>Ability to lead, inspire and relate to young people</p> <p>Friendly and helpful with a good sense of humour</p> <p>Ability to ask for help at an appropriate level</p> <p>Trustworthy and reliable with good attendance and time keeping</p>	<p>High expectations of young people in terms of both achievement and behaviour, and a willingness to develop strategies to support with this</p>	<p>Application / Interview</p>
Other requirements	<p>This role is subject to an enhanced DBS check</p>		<p>Application / Interview</p>

Person Specification dated

24th May 2021