

The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS disclosure and two successful references. Online searches are carried out on all shortlisted candidates.

Job Title: Performing Arts Specialist - Higher Level Teaching Assistant

Grade: Grade 9

Purpose of Job: Working under guidance, delivering performing arts to all ages across the Academy, taking into consideration all abilities and needs.

SPECIFIC DUTIES

Supporting the Pupil

1. Provide specialist learning to individuals and classes.
2. Keep abreast of developments in Performing Arts, Drama and Music. In discussion with the Performing Arts Lead, implement these developments into the curriculum.
3. Contribute to the planning and preparation of learning activities in Performing Arts, Drama and Music lessons. Use assessment in lessons to aid in the planning of future learning
4. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
5. Encourage and promote the inclusion and acceptance of all pupils.
6. Liaise with class teacher/SENDCO/ specialist services on behalf of individual pupils.
7. Provide feedback to pupils about progress and achievement in Performing Arts, Drama and Music.
8. Implement behaviour management within the Academy in line with the Behaviour Policy and take charge of situations.

Supporting the Performing Arts Lead

1. Organise and manage appropriate learning environments and relevant resources.
2. Work with the Performing Arts Lead in Performing Arts, Drama and Music lesson planning, attending planning meetings, evaluating and adjusting plans as appropriate.
3. Monitor and evaluate pupils' responses during Performing Arts, Drama and Music learning activities through observation and planned recording of achievement against predetermined learning objectives.
4. Provide detailed and regular feedback to the Performing Arts Lead on pupil achievement, progress and other matters.
5. Contribute to behaviour management within the school and take charge of situations.
6. To lead the organisation in Performing Arts, Drama and Music lessons.
7. To run a programme of extracurricular clubs.
8. Support the Academy at ad-hoc events outside of the normal working day, e.g. additional performances at the local theatre and across the Multi Academy Trust.

Teaching Responsibilities

Having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to you:



1. Plan and prepare courses and lessons;
2. Teach, according to their educational needs, the pupils assigned to you,
3. Set and feedback on work to be carried out by the pupil in school and elsewhere;
4. Assess, record and report on the development, progress and attainment of pupil

Supporting the Curriculum

1. Have an understanding of the Music National Curriculum and ensure that it is implemented effectively with the Academy's Music curriculum.
2. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
3. Implement local and national learning strategies e.g. literacy, numeracy, early years, and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
4. Help pupils to access learning activities through specialist support.

Supporting the Academy

1. Be aware of, and comply with the policies and procedures, e.g. Keeping Children Safe in Education, child protection, health, safety and security, internet safety, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Supervise pupils on visits, trips and out-of-school activities as required.
3. Develop and maintain effective relationships with staff, parents, carers or relevant external agencies.
4. Attend and participate in regular meetings as directed.
5. Recognise your own strengths and areas of expertise, and use them to advise and support others.

Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Head of School in consultation with the post holder
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post consistent with funding.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signed:

Print Name:

Date:.....

