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| **Job title:** | Lead Practitioner (Music and the Arts)/PPA Cover Assistant |  |  |  |
| **Salary:** | SO1 | | | |
| **Line manager:** | Music Lead/Deputy Head | | | |
| **Supervisory responsibility:** | You will be expected to lead a team of support staff during your cover sessions | | | |
| **Hours:** | Full Time (\*including PPA) Term Time Only | | | |

Working hours 35 hours - work pattern to be discussed

**INTRODUCTION**

All staff are required to carry out their duties in accordance with all school policies and procedures. The duties outlined in this job description are correct at the time of creation but may change in accordance with the needs of the school.

**MAIN PURPOSE OF THE ROLE**

* To lead, develop, support and be accountable for a high-quality music and creative arts (drama, art) curriculum.
* To support the teaching of music and creative arts across school through direct teaching, joint planning and delivery and training and advice to teachers
* To be responsible and accountable for the deployment of a creative arts and music budget
* To be pro-active in developing and supporting accessible music and arts events beyond the school.
* To maintain an overview of progress and contribute to the reporting of progress.
* To provide music and arts opportunities for children with a range of disabilities
* To ensure that music and the arts has a high profile in school
* To engage with professional musicians and artists to provide opportunities in and outside of school
* To plan and co-ordinate regular showcases of children’s work in music and the arts
* To source grants and charitable funding that will supplement the teaching of music and the arts at Highbury
* To identify talent in music and the arts and source appropriate tuition and support vi charitable funding and grants (e.g. Jessie’s fund, The Amber Trust, Music and the deaf etc)

**OPERATIONAL DUTIES**

* To prepare detailed and effective medium-term plans for music and the arts which show clear progression through the curriculum appropriate to each class and have space for teachers to personalise according to their class
* To cover PPA, teaching music and the arts and ensuring that progress for taught groups is recorded and that clear links are made to EHC outcomes
* To maintain all music and art resources across school including those outside and in classes.
* To organise an inventory of music stock across school and ensure that this is updated at least annually.
* To organise all central resources so that they are tidy and accessible at all times and are kept in good and safe working order.
* To contribute to annual review reports for children, with specific reference made to progress under relevant EHC outcomes.
* To work with teaching staff to support with planning and delivery of music and the arts as required
* To organise annual events where music and the arts has a focus and include wider community such as families. Ensure the events are well planned and communicated.
* Deliver feedback to staff as required on the delivery of music and the arts and the curriculum
* To run a music/drama/art club once a week from 12.30-1.00 on rotation
* Maintain evidence of music and the arts across the school providing an annual report to governors on the quality of music and the arts at Highbury and publish this report to the school website.
* To post regularly to Weduc keeping family and the school community up to date with events, coverage and achievements
* To organise achievement awards in music and arts activities

**ARRANGEMENTS AND ADDITIONAL INFORMATION**

* Timetables will be handed out at the start of each half term.
* PPA time will be 0.5 days and should be taken on an afternoon that fits with the whole school timetable.
* You will be expected to attend some staff meetings and this time will be added to your contract.
* This document and job role will be reviewed annually as part of performance management.

**SAFEGUARDING**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The successful candidate will be subject to an Enhanced Disclosure & Barring Service background check.

**SCHOOL VISION**

At Highbury we work towards a very simple but important aim that during their time at school every child will shine. We want every child who attends our school to have the skills and confidence they need to have a valued voice, to keep themselves safe from harm, to make positive choices and to understand their worth and the contribution they can make to the world.

We want all of our children to feel part of a proud community of pupils, staff and parents who advocate for one another and break down barriers and misconceptions.

We do not limit our influence to the Highbury community and we aim to share our expertise and experiences with other practitioners and partners across Calderdale in order to ensure that the Highbury vision becomes a shared one.

**Highbury School Person Specification Post Title: Lead Practitioner (Music & the Arts)/PPA Cover Assistant**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **PRACTICAL INTELLECTUAL SKILLS AND QUALIFICATIONS** | GCSE maths, Science and English (grade C or equivalent)  To communicate effectively with pupils, staff, parents/carers, governors & visitors  Strong ICT skills using a range of programmes and software  To be able to write in standard English  To be able to read. digest and implement advice from a range of professional reports  To be able to contribute to relevant training events | Degree or equivalent qualification    Graded musician in one instrument  Manual handling training    Medical needs training  Basic First Aid Qualification (e.g., St. John's or Red Cross)  Knowledge of AAC | Application Form  Interview  Certificates |
| **EXPERIENCE** | Experience of performing in front of an audience  Experience of working with children with special educational needs  Experience of planning and delivering high quality lessons/teaching on a 1:1 basis or in small class groups  Experience of working in a team  Experience of liaising with a range of professionals | Experience of directing team members  Resource management and budget planning  Experience of tracking/recording progress  Experience of delivering training to adults  Experience of maintaining accurate assessment records | Application Form  Interview |
| **TRAINING** | Able to attend courses as required for the role.  Able to attend weekly supervision sessions and contribution to evaluation and discussion of practice.  Safeguarding training | Sherborne  Team teach  Intensive interaction  Attention autism  See and learn  Social communication  ASD awareness  Sensory processing awareness  Sensory integration  PECS  Objects of reference  Schema  Sign supported English. | Application Form  Interview  Certificates |
| **DISPOSITION AND ATTITUDES** | Be able to work independently, following guidance and direction from SLT and class lead  Be positive and take a proactive approach  Reflective practitioner who is able to give and receive feedback  Resilient and able to manage pressure effectively  Well-organised  Flexible  Patient  Child-centred  Excellent communication and interpersonal skills  Respond effectively to changing circumstances  Understand the importance of discretion and confidentiality at all times  Calm manner and a compassionate and nurturing disposition | Experience of working as part of a reflective team. | Application Form  Interview  References |
| **PHYSICAL** | Able to undertake all moving and handling operations, of pupils and objects, adhering to individual risk assessments/plans and behaviour management plans  Able to work in the range of environments across school including swimming pool, garden school, soft play, rebound and bikes |  | Application Form  Interview |