

# LINDEN LODGE SCHOOL

## Job Description



### STATUS

**Job Title: Music Graduate**  
**Accountable to: Music Teacher**  
**Grade: Scale 1D**

### CONTEXT

The postholder will be assisting within the music department providing a wide range of interventions from 1 to 1 to small group activities.

They will also assist the music teacher within music lessons and within extra-curricular music activities.

The postholder will also play a key role in safeguarding students during 1 to 1 peripatetic lessons.

### Classroom Duties

- Maintaining the classroom environment in a safe and orderly way; ensuring that the music room is able to function effectively at all times.
- Support students within class-based lessons
- Support with preparation and making of resources
- Ensuring instruments are cleaned and ready for use.
- Monitoring and maintaining instruments reporting any damage to the music teacher.
- Supporting students with accreditation courses as required.

### Extra-curricular Activities

- Provide support in choir rehearsals and performances as required
- Provide support in lunch clubs and lead these sessions if required
- Providing one to one support for higher ability musicians as required.

**Peripatetic lessons**

- Prepare rooms for use by visiting teacher
- Sit within these lessons providing medical and behavioural support to the students
- Provide support to the visiting teacher within these lesson as required.

**Other Duties**

- Provide support to students at lunchtime as required
- Maintain records of instrument loans to classes
- Undertake any other duties commensurate with the post and grade that may be required of them by the Music teacher or any member of the management team

*Safeguarding*

Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation

Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role

Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

*Leadership*

To work under overall supervision of the Headteacher

*CPD*

Commitment to own continued professional development and to undertake mandatory training as required

*Service and Self Review*

Participate in the School's Self Review of performance  
Review methods of effective teaching and learning

*Behaviour / Risk Management*

Work with other colleagues to ensure safety of both workers and users at all times

*Supporting other colleagues*

Work with and support other colleagues to ensure the smooth and effective running of the School

**GENERAL DETAILS**

**REVIEW**

This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.