



Learning Support Assistant: Music Performance, Production and Business Class Support - 0.4FTE

Job Description & Person Specification
Updated Jul 2019

Start Date: 2nd September 2019

Application Deadline: 30 July 2019



About SoundSkool:

'Changing Young People's Lives Through Music'

As Founder and CEO, I wanted to personally introduce you to SoundSkool.

Established in 2008, SoundSkool is a specialist music industry college and community with a vibrant, exciting and creative learning environment, specifically designed to give our students the best start to their music careers.

In 2018 we entered into a creative delivery partnership with Wac Arts College, who share our vision and mission of providing accessible creative education to young people across London. This partnership has enabled us to expand in the forthcoming academic year, introducing a new Level 2 qualification as well as increasing our Level 3 intake.

We are proud of our community foundations and ethos, and of our music industry connections and partnerships, which extend beyond the classroom and studios of our dual creative hubs at Wac Arts College and Tileyard Studios, to include the use of facilities and masterclasses in partnership with Tileyard Education, Tileyard Impact and The Roundhouse, as well as a host of industry and community music outreach programmes and activities.

I am very proud of all of our students and staff team at SoundSkool, everyone here is part of something special and you can feel it as soon as you walk in the door.

We have a dedicated team of tutors and practitioners who are all creative education specialists and industry professionals, with invaluable experience and expertise and we are excited to receive applications from like-minded dynamic individuals who can share their skills, knowledge and experience to ensure our next cohort's success.

We wish you luck with your application and are excited for the future additions to the SoundSkool team.

Simon Gordon
CEO & Founder of SoundSkool



Our Music Courses:

SoundSkool are proud to offer a creative curriculum delivered via Rockscool Level 2 and Level 3 Subsidiary and Extended Diplomas in Music Performance, Production and Business.

All students also have the opportunity to undertake English and mathematics GCSE or Functional Skills classes, through our Wac Arts College partnership, if they have not yet achieved a grade 4 or above.

We base our whole curriculum on being industry relevant and have access to world class music teaching, performance and production facilities at The Tileyard Studios and The Roundhouse, as well as our creative teaching spaces in the main Wac Arts College building.

All of our assessments, unit briefs and assignments are designed to be industry relevant, and our teaching and learning is supported via a dynamic enrichment programme of masterclasses, guest lectures, work experience and visits to key industry partners which not only underpin classroom theory but expand our student's industry networks.

At our heart is our team of dedicated, passionate and outstanding staff who strive to deliver the most exciting, relevant and recognised curriculum; make music education accessible and who continually strive to create tangible progression opportunities for every student.



Job Role and Description

Job Title:	Learning Support Assistant - 0.6FTE
Reporting to:	Curriculum Manager/SMT SENCO
Staffing Responsibilities:	None
Salary:	£17,000 - £19,000 Pro-rata Dependent on Experience/Qualification
Location:	Wac Arts College, Belsize Park; Tileyard Studios, Kings Cross; Roundhouse, Chalk Farm

Purpose of Job

To provide in-class and/or 1-2-1 assistance to students aged 16-19 with ECHP documented areas of Special or Additional Educational Need (S/AEN) and/or other students who have been identified as having S/AEN.

Supporting the delivery of a structured and relevant music curriculum through differentiated or supported lesson plans and activities to students across Level 2 and Level 3 RockSchool Diplomas.

Develop student's performance, production and business skills to industry standard by supporting the learners through their one or two year programmes.

Assist Learning Managers (Tutor) with strategies for ECHP / S/AEN Learners

Duties and Responsibilities:

- Work in line with SoundSkools Vision - CRED - Creativity, Respect, Excellence, Determination; demonstrate these in your own work, embed them in all learning, and work closely with students for them to exhibit positive behaviour and attitude to all aspects of college life.
- Support students with learning difficulties and/or disabilities in day to day college activities and lessons, both for Music and if applicable mathematics and English lessons.
- Work with the Senior Management Team (SMT), Curriculum Manager and other Lead Teachers to develop differentiated approaches to the music curriculum; including schemes of work, assessment materials and lesson plans; with a focus on meeting individual needs and championing success of each ECHP & S/AEN students.
- Offer a mixture of 1-2-1 and in-class lesson support to designated ECHP & S/AEN Learners.
- Work with the teaching and learning and enrichment team to provide opportunities for learning outside the curriculum
- Work across all areas of curriculum delivery (including English and mathematics) to ensure that each student is reaching their full potential across the college.
- Work with the Curriculum Manager and Lead Teachers/Learning Managers to develop intervention plans, lesson plans and prepare for lessons.
- Work with the Curriculum Manager and Lead Teachers/Learning Managers to develop targeted Individual Learning Plans for identified and ECHP learners and action differentiated lesson plans to aid their success.

- Attend tutorials and assist the Learning Managers in setting developmental and progression targets with your assigned students.
- Build rapport and learning relationships to ensure that all students' emotional and social needs are met and that they feel settled and part of our overall college community.
- Attend and assist with the organisation and delivery of student led showcases.
- Assist with the regular collection of data to evidence student progress towards intended outcomes, complete student trackers and engage with target setting, monitoring and interventions.
- Assist with setting students manageable deadlines to completing work.
- Assist with marking student's work and completing work trackers.
- Monitor designated student's attendance and punctuality and assist Tutors in (re)engaging students with college.
- Work with designated students to complete their ECHP reviews and tracking documents and attend ECHP Annual Reviews.
- Liaise with the Wac Arts College SENCO, parents, staff and outside agencies relevant to the student's S/AEN.
- Utilise available data and other contextual information to inform practice at all times, collating evidence following SoundSkool best practice for record keeping.
- Provide feedback and guidance to Teachers, the Curriculum Manager, SMT and the students.
- Take an honest and open approach to learning support practice and welcome opportunities for feedback and development.
- Safeguard and promote the wellbeing of all students, providing personalised learning experiences that are tailored to their needs.
- Assist with the compilation and completion of student reports and evaluations
- Attend parent evenings, parent meetings and student disciplinary meetings for designated ECHP & S/AEN Learners
- Undertake planned supervision of students on all SoundSkool trips, visits showcases and out of college activities (including Work Experience if necessary) which may be outside of normal college operating hours.
- To be aware of and conform to all college and partner college policies and procedures, for example safeguarding, welfare, health and safety, data protection or pastoral care and to inform the appropriate staff of any concerns
- Use relevant skills, knowledge and experience to support all college students.
- Work occasional evenings for SoundSkool Open Evenings, Interview Evenings and Showcases.
- Attend staff training, meetings and tutor meetings.
- Undergo any training identified as necessary or suitable for your role
- Commit to SoundSkool's mission and ethos of 'Changing Young People's Lives through Music' and making music education accessible; as well as further commitments such as our equal opportunities, health & safety and other college policies.
- To undertake any other duties or one-off tasks at the reasonable request of the CEO, SMT or Curriculum Manager.



Person Specification:

We are looking for someone who can demonstrate our core values of CRED - Creativity, Responsibility, Excellence and Determination and who can demonstrate the following skills, knowledge and experience:

Skills/Experience:

- GCSE Mathematics and English, Grade C or above (Essential)
- Educated to A-Level or equivalent standard qualification or demonstrable support experience (Essential)
- Undergraduate Degree (Desirable)
- Previous experience working with young people (Essential)
- Previous experience as a Learning Assistant, Youth Mentor or as an SEN/AEN Learning Support (Desirable)
- Previous experience of working with challenging communities (Desirable)
- Experience of writing SEN lesson plans or intervention strategies
- Excellent organisation and planning skills (Essential)
- Outstanding communication, interaction and rapport building skills (Essential)
- Demonstrable passion for music/creative education
- Understanding and experience of; Logic Pro, Pro Tools and Ableton (Desirable)
- Ability to implement a student culture of high expectations and achievement (Essential)
- Ability to coach and support students individually as well as in groups (Essential)
- Skilled in the use of college MIS e.g. Progresso (Desirable)
- Skilled in the use of IT and technology e.g. G Suite, Google Classroom etc. (Essential)
- Excellent written and verbal communication skills (Essential)
- Understanding of the importance of confidentiality and discretion.

Characteristics and Qualities:

- Have a genuine passion and belief in the potential of our students.
- Have enthusiasm for working with young people
- Have a genuine passion for creative education, music and the UK music industry.
- Have a helpful, calm, caring and positive disposition.
- Take a proactive approach to their professional work and regularly goes the extra mile.
- Be engaging and able to quickly build rapport with young people.
- Be passionate about using SoundSkool's Vision to deliver outstanding outcomes.
- Ability to establish good working relationships with staff, students, parents and other relevant stakeholders including external agencies.
- Have an honest, respectful and empathetic approach to people and situations.
- Be willing to have a strong, open and honest relationship with colleagues.
- Have a belief in the capacity for achievement in spite of circumstance.
- Have a collaborative commitment to CPD
- Have a flexible nature and be willing to adapt to meet the needs of each student.
- Be innovative and open to look for new solutions to teaching and learning barriers.



Please note this position is subject to the applicant's right to live and work in the UK and the receipt of a satisfactory Enhanced DBS Check and references.

To apply please submit CV and Covering Letter to : info@soundskool.co.uk