

Job description

Job title

Music and Performance Facilitator

Hours

37.5 hours per week, 43 weeks per year

Contract

Permanent

Role profile and grade

TLS22 Grade 2

Location

Openshaw, Manchester

Salary

£29,803.05 Pro rated £30,912.00

Reports to

Lead Tutor

Job purpose

The post holder will be able to identify and deliver projects throughout the college week for students to engage in which contributes to the development of their music and drama skills.

The post holder will plan for students to take part in music and drama sessions, workshops and performances, contributing to the college enrichment and vocational offer.

The post holder will be expected to prepare activities and resources which will support learners to undertake work-based learning roles within the performing arts learning environments of the college, covering both music and drama specialisms.

The post holder will be expected to prepare and support the operational running of vocational learning environments including any onsite and offsite performance spaces.

The post holder will be required to manage the stock and equipment within the vocational learning environments, including instruments, costumes, props, and sound and lighting equipment, complete stock checks and purchasing orders within a given budget.

The post holder will maintain effective health and safety practices within all the vocational spaces following the Trust's policies and procedures. The post holder may be required to cover sessions – tutor and support where necessary to ensure continuity of service for the students.

Safeguarding students and vulnerable people is a priority for all employees.

The post holder will be required to work flexibly to meet the needs of the student body.

The post holder will work with the Community Officer to enhance the College offer and standing within the local community.

The post holder will link with local projects to develop our local offer.

Nature of the post

Bridge College is the Together Trust's specialist education college for students aged 16 to 25 years with disabilities, complex needs and autism. Bridge College promotes a multidisciplinary approach to learning and has expertise in supporting students with a wide range of needs.

The postholder will be based in Openshaw.

In respect of the general responsibilities as an employee of Together Trust, the post holder will be required to:

- Promote a positive image of the service and the Together Trust at all times
- Be aware of and follow the relevant policies and procedures
- Maintain confidentiality for all areas of the post
- Co-operate with all Together Trust staff in maintaining harmonious interpersonal relations

- Perform any duties as may reasonably be required by the Together Trust, or as requested by the post holder's line manager and other senior managers.

Key responsibilities

- Facilitate small groups of learners and their access to the music and drama learning environments for the purposes of work based and enrichment learning.
- Lead on the development of the college's performing arts offer, covering both music specialism and drama.
- Plan and deliver music sessions covering singing, instrumental technique, music technology and composition, adapted to the needs of the learner cohort.
- Plan and deliver drama sessions covering improvisation, script work, storytelling and performance skills, adapted to the needs of the learner cohort.
- Support students to develop and stage performances, showcases and productions for peers, families and the wider community.
- Ensure students are part of future work related tasks within and outside the college ensuring staff are trained and able to support students. Help them with rehearsing, staging, sound and lighting, and performance-based tasks.
- Share your knowledge of music and drama and answer questions from visitors and audiences.
- Understand some basic business-related tasks and procedures, such as ticketing and budgeting for productions.
- Ability to work independently to ensure the music room, drama studio and performance spaces are well maintained.
- Ensure that the vocational environments are inclusive and meet the varying needs of learners with MLD and Autism, including adapting sound and lighting levels where required.
- Work in collaboration with Occupational Therapy and Assistive Technology to ensure vocational spaces are inclusive and meet the needs of the learner cohort.

- Demonstrate the values and behaviours that are consistent with a positive disposition and empathic understanding of each learner so as to develop positive working relationships.
- Provide demonstrations on the use of all instruments and equipment to the learners accessing the vocational learning environments.
- Keep records of learner engagement in practical work based sessions, including tracking and recording progress.
- Use learning support plans to better understand the barriers learners may be facing and use this information to plan for activities when facilitating a session.
- Ensure all tier 1 therapy interventions are followed and embedded within each facilitated session.
- To safeguard students and colleagues by following safeguarding policies and processes.
- To prepare vocational learning environments prior to sessions starting, including daily checks of instruments, sound and lighting equipment and setting equipment up ready for use.
- To maintain effective health and safety practices within all the vocational spaces.
- To complete risk assessments which cover equipment, staging, room layout, capacity and activity; review these in line with Bridge College quality cycles and/or if there are changes required.
- Ensure that all instruments, equipment and vocational spaces are properly cleaned and maintained, and that electrical and sound/lighting equipment is appropriately stored and tested in line with legislation.
- Maintain and repair equipment, reporting any concerns directly to the Operations Co-ordinator.
- Liaise with Lead Tutor to discuss and implement timetable, equipment requirements and work plans for the vocational learning environments.
- Manage the stock within the vocational learning environments, complete stock checks and purchasing orders within a given budget.
- To safeguard students and colleagues by following safeguarding policies and processes.
- To take direction from the Lead Tutor and support the running of business enterprise elements within the vocational areas of the college, including performances, workshops and ticketed events.
- To liaise with stakeholders that will be involved in the running of business enterprise, such as local theatres, music venues and community groups, and the College Community Officer to enhance the local offer and standing within the community.

- To combine teaching and learning responsibilities across the vocational areas of the college and utilise lessons to provide work placement and enterprise learning opportunities for students.

Professional Communication and Commitment

- Attend meetings, staff development and other key events as required. Some may include evening and other out of hours working, including performances.
- Demonstrate skill in communicating with a range of learners, all with a wide range of physical, cognitive and communication difficulties.
- Develop knowledge and application of communication strategies including total communication and the use of technology/software to communicate with learners with a range of complex language and cognitive difficulties.
- Be a reflective practitioner and continually challenge own practice and take responsibility for own professional development.
- To participate in own supervision and appraisal and work towards objectives set through performance management processes.

Training

- To ensure all Together Trust mandatory training requirements are kept up to date.
- To comply with all Bridge College training requirements which fall outside of mandatory training needs.
- To keep up to date with educational related standards and other professional development pertaining to their role, including developments in music and drama practice.

Other responsibilities

- Actively engage with the Together Trust's vision, mission and values
- Commit to promoting equality, diversity and inclusion

Additional information

This Job Description is not exhaustive and the post holder may be required to undertake other appropriate duties and responsibilities as required.

Together Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All staff and volunteers must be responsible and accountable for their safeguarding practice and proactive in identifying and reporting safeguarding concerns.

Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Educations, qualifications and training	• Level 3/4 qualification in a related vocational area • Level 3 award in Education and Learning • Level 2 or higher English and maths • Commitment to and evidence of Continual Professional Development	• Degree, HND or foundation degree • Level 4 award in Education and Learning or another relevant teaching based qualification related to the role • Specialised qualification(s) in learning disabilities and/or autism • Training in working with students with

		learning disabilities/autism • Experience of use of Makaton or other forms of sign language
Experience	• Experience of working within education setting to deliver support or facilitate groups of young people with additional needs • Experience of running vocational learning environments to facilitate work based learning • Experience of planning, organising and facilitating activities for young people with learning difficulties and Autism • Experience of working as part of a multi-disciplinary team • Experience of organising	• Experience of further and specialist education quality systems

	projects with given budgets and providing regular expenditure reviews to the management team	
Knowledge and understanding	• Knowledge of health and safety legislation and risk assessment process • Knowledge of COSHH, the prevention of harm linked to hazardous substances and how to organise and maintain this within learning environments to keep everyone safe • Knowledge and understanding of how to keep records of learner achievement and follow internal tracking processes	• Knowledge of TEACCH, SCIPr and Intensive Interaction Practices

Other	• Ability to commit to evening meetings, value added recreational and residential activities, parents evenings and open evenings which may be outside normal college hours • Ability to commit to being present if required to take delivery of orders and stock linked to vocational areas	• Full and clean driving licence, including business use insurance on own vehicle
Skills	• Capacity to adapt to changes within role and in changes of student cohort • Ability to be flexible and adapt ideas and practice to differing vocational learning environments	

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| | <ul style="list-style-type: none">• Positive attitude to trying new approaches• Ability to identify, clarify, prioritise and solve problems as they arise• Excellent communication, literacy and numeracy skills• Ability to work under pressure and meet deadlines• High levels of personal resilience• A commitment to the ethos, policies and practices of Bridge College and Together Trust• A strong commitment to working co-operatively with a multi-disciplinary team• Ability to use IT well, confident and has a 'can do' attitude when it comes to learning new software and | |
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	systems essential to the Print vocational area • Ability to meet the challenges of working with young people whose needs are complex • Full commitment to continuous professional development	
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Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.