



## **POST: Pastoral support worker – Folkestone Music Lab**

### **Job Description and Person Specification**

<b>Location:</b>	The post will be primarily based at the Folkestone Music Lab in Folkestone, but may also involve occasional working from other venues and locations in the East Kent area.
<b>Line manager:</b>	Area Manager for Dover, Folkestone and Hythe
<b>Hours of work:</b>	This is a sessional post, and the post holder will hold a zero hours contract. Initial hours are <b>9.30am to 1.30pm on Saturdays</b> during school term time, as defined by Kent County Council's published school term dates. The post may occasionally involve working outside of these hours and on different days of the week.
<b>Remuneration:</b>	Remuneration will be made at a rate of £12.43 an hour (inclusive of holiday pay).
<b>DBS Requirements:</b>	This post is subject to an enhanced check through the Disclosure and Barring Service (DBS).
<b>Closing Date:</b>	Tuesday 23 <sup>rd</sup> April at 12 noon
<b>Interview Date:</b>	Saturday 27 <sup>th</sup> April 2019
<b>Application process:</b>	Return completed application and Equality & Diversity form to: <a href="mailto:Sfield@kent-music.com">Sfield@kent-music.com</a> You will be required to bring original certificates of relevant qualifications to the interview.
<b>Start Date:</b>	As soon as possible

#### **1. About the role**

The primary role of the pastoral support worker is to ensure that young people accessing the programme are safe and cared for in line with Kent Music's Safeguarding Policy. The Pastoral Support Worker also provides on the ground support for the Area Manager for Dover, Folkestone & Hythe and music staff, and oversees the running of the Music Lab reception area.

The Music Lab is a creative music programme developed in response to the needs and wishes of local young people and is run by a team of eight people: Area Manager for Dover, Folkestone & Hythe (Music Lab Manager), a Pastoral Support Worker and six music specialists. The Pastoral Support Worker will work alongside the Area Manager for Dover, Folkestone and Hythe to engage young people (many of whom are hard to reach young people) to participate in the music activities, as well as enabling and encouraging participants to have a voice in the development of the programme.

#### **2. About Kent Music**

Kent Music is an education charity and the lead organisation for Kent's Arts Council England funded Music Education Hub. It provides opportunities for children, young people and adults to engage in regular musical activities and provides employment and training for music and musical instrument teachers in Kent, through both its own programmes and in partnership with others.

Kent Music specifically provides instrumental and vocal tuition in schools, Music Labs, Music Centres and other music groups and programmes in specific areas and advanced level programmes such as the County Youth Orchestra, County Choirs & Wind Orchestra and the annual Kent Music Summer School.

The charity has developed a set of values that drive its work:

- Anticipating, valuing and supporting diversity and difference
- Maintaining high expectations for all learners and staff
- Understanding the needs of children and young people
- Reducing barriers to engagement
- Keeping creativity at the heart of our thinking
- Embracing openness, collaboration and partnership

### **3. Job Description**

3.1 Engage with the young people attending the Folkestone Music Lab, building positive relationships and supporting their efforts to gain new skills so as to create a fun and safe environment where young people can informally learn and engage with music, socialise, collaborate and build their confidence and self-esteem.

3.2 Regularly engage with Youth Voice and Participation to ensure that young people play an active role in the development of the Music Lab by enabling them to frequently reflect on the project through different mediums.

3.3 Provide information and support to young people to assist them to express and realise their goals and to work effectively in groups at the Music Lab.

3.4 Be aware of local support agencies for young people and to signpost them when appropriate.

3.5 Work with young people to establish a shared ethos and behaviour expectation, and challenge inappropriate behaviour where necessary.

3.6. Be responsible for documenting and reporting any safeguarding concerns to Kent Music's Designated Safeguarding Lead in line with Kent Music's safeguarding policy.

3.7 Take responsibility for overseeing and implementing the Music Lab's registration, signing in and out procedures for staff, members and visitors, taking subs from members and cashing up at the end of each session, and dealing with face-to-face enquiries and queries about the Music Lab's ethos, operation and activities.

3.8 Induct and welcome new members to the Lab.

3.9 Provide assistance in setting up and packing down equipment before and after each Lab session and maintaining an inventory of the Music Lab's equipment holdings and their condition.

3.10 Provide assistance in staging performances and promotional events.

3.11 Provide general assistance to tutors in liaison with the Area Manager, deputising when necessary.

3.12 To attend and contribute to planning, debriefing and review meetings.

3.13 To attend mandatory training which includes but is not limited to First Aid, Child Protection/Safeguarding and support, disability awareness, inclusion, equality and diversity, working with young people and Youth Voice and participation.

## 3.14 Any other duties which may reasonably be required by your line manager

This job description is provided to assist the post holder in understanding their principal duties. It may be amended from time to time in consultation with you without change to the level of responsibility appropriate to the grading of the post.

## 4. Person Specification

	Essential	Desirable	Tested via*
<b>Qualifications and training</b>			
Level 3 (diploma/A Levels) or above qualification (or equivalent experience) in a relevant subject such as youth and community work, music, creative/visual arts	✓		A/I
Safeguarding training		✓	A
Health & safety knowledge and training		✓	A
<b>Knowledge, skills and experience</b>			
Experience of working with children & young people in an education setting, children's services as a Youth Worker or in another community setting	✓		
Demonstrable experience of providing administrative support in a music, arts, community or education setting		✓	A/I
Knowledge of and interest in music and musical equipment.	✓		A/I
Understanding of current trends in music education and of the context surrounding the work of Kent Music and partner music education organisations.		✓	A/I
Demonstrable experience of supporting, motivating and encouraging young people facing challenges	✓		A/I
Experience of conducting evaluation and monitoring processes to ensure that stakeholders' voices are heard and inform future delivery and development. This may be a youth and community setting, children's services or an education setting.		✓	A/I
Excellent written, verbal and inter-personal communication skills and an ability to relate well to people, including parents, teachers, children and young people and personnel from other organisations.	✓		A/I
Able to handle sensitive issues with tact and diplomacy and in accordance with agreed working practices and procedures.	✓		

Up-to-date knowledge of safeguarding legislation for both children and vulnerable adults		✓	A/I
Able to work as part of a team to an agreed plan of action yet able to use own initiative to work in a proactive way having exercised appropriate judgement.	✓		A/I
Well organised	✓		A/I
<b>Additional Attributes</b>			
Demonstrable commitment to continuous professional development	✓		A/I
Proficiency in Microsoft Office applications		✓	A/I
Holder of a full UK driving license with access to a vehicle insured for business use		✓	A
Permission to work in the UK	✓		A
*			
A = Application			
I = Interview			

## 5. Other Information

Kent Music values diversity and particularly welcomes applications from under-represented groups of the community.

To address barriers we will consider reasonable adjustment and access requirements before, during and throughout the application and interview process. Please alert us in your application to anything we can do to make your process as accessible as possible.

The post is based at The Folkestone Music Lab at the Quarterhouse, Folkestone, Mill Bay, Folkestone CT20 1BN

## 6. Safer Recruitment Statement

Kent Music is committed to the safeguarding of all its learners and staff. Safeguarding is a priority, with arrangements in place to ensure learners feel and are safe during Kent Music activities.

The learner experience and individual achievement are paramount, and safeguarding initiatives are developed to impact positively upon this. Kent Music ensures safeguarding legislation and guidance are adhered to and taken into account when developing and revising policies, procedures, and associated arrangements. Health and Safety arrangements are in place to ensure adherence to current legislation and guidance.

Applicants will be subject to recruitment and selection procedures designed to emphasise Kent Music's commitment to the safeguarding of its learners and staff. The procedures include questioning at interview stage, verification of appropriate qualifications, acquiring references, and necessary safety checks.

Kent Music has a 'Designated Safeguarding Lead' responsible for child protection, supporting staff in carrying out their safeguarding duties, and working closely with other services. Kent Music has appropriate policies and procedures in place to deal effectively with child protection and safeguarding issues, together with recording and monitoring processes.

It is a condition of employment that all staff are trained to a level appropriate to their safeguarding responsibilities. Kent Music's trustees, Senior Leadership Team, and the safeguarding working group will continue to keep abreast of developments in this area and implement arrangements to continually improve the safety and awareness of its learners, staff and volunteers.