



POST: Pastoral support worker –

Job Description and Person Specification

Location:	Variable
Line manager:	Area Manager
Hours of work:	This is a sessional post, and the post holder will hold a zero hours contract.
Remuneration:	Remuneration will be made at a rate between £11.30 and £12.96 an hour (inclusive of holiday pay). Based on a full time equivalent salary range of £21,741 - £24,935 (inclusive of holiday pay).
DBS Requirements:	This post is subject to an enhanced check through the Disclosure and Barring Service (DBS).
Closing Date:	Wednesday 23 rd October 2019 at 12 noon
Interview Date:	Thanet Music Centre: Wednesday 30 October Folkestone Music Lab: Saturday 2 November Dartford Music Lab: Saturday 9 November
Application process:	Return completed application and Equality & Diversity form to: recruitment@kent-music.com You will be required to bring original certificates of relevant qualifications to the interview.
Start Date:	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 programme leader and music staff, and oversees the running of the reception/front of house area; providing excellent front-facing customer service welcoming and directing parents, young people and staff.

The Pastoral Support Worker will work alongside the Area Manager and Music Leader 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 activity, 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 and genuine role in the development of the programme by enabling them to frequently reflect 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.

3.4 Co-ordinate and support young people to complete accreditation, this may include Arts Award or similar activities. Training will be provided.

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

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

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

3.8 Take responsibility for overseeing and implementing local registration, signing in and out procedures for staff, members and visitors, this may include taking subs from members and cashing up at the end of each session, and dealing with face-to-face enquiries and queries about the programmes ethos, operation and activities.

3.9 Induct and welcome new members.

3.10 Provide assistance in setting up and packing down equipment before and after each session and maintaining an inventory of the equipment holdings and their condition.

3.11 Provide assistance in staging performances and promotional events.

3.12 Provide general assistance to tutors in liaison with the programme manager, deputising when necessary.

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

3.14 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.

3.15 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*
Qualifications and training			
Level 3 (diploma/A Levels) or above qualification (or equivalent experience) in a relevant subject such as youth and community work, music, education, creative/visual arts	✓		A/I
Safeguarding training		✓	A
Health & safety knowledge and training- including manual handling		✓	A
First Aid Training		✓	A
Knowledge, skills and experience			
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 in 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	✓		A/I

work in a proactive way having exercised appropriate judgement.			
Highly developed interpersonal communication skills with a good standard of written English; well organised, conscientious and reliable.	✓		
Well organised and able to prioritise tasks	✓		A/I
Additional Attributes			
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.

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.