**Resonate Liverpool’s Music Hub**

**Pastoral Support Assistant**

**Dates:** Required from January 2023

**Role:** Safeguarding and Pastoral support at Resonate Music Studios

**Pay:** £14 per hour

**Hours:** Variable

**Location:**  Resonate Music Studios. We have three sites in the city for our Resonate Music Studios after school ensemble activities, Bellerive FCJ Catholic College, Notre Dame Catholic College. Sessions run 3:45-6:30pm and St Finbars Catholic Primary School sessions run 3.15 – 5.00pm.

We are seeking a number of Pastoral Support Assistants to work with a lead music tutor in our Resonate Music Studios ensembles and in school settings.

**Job Description, Pastoral Support Assistant**

**Main responsibilities:**

* To work as part of a team of Pastoral Support Assistants
* Support individual students to access learning
* Work within Resonate policies for dealing with issues of behaviour, safety and well-being
* To be alert to Safeguarding issues, log and pass on concerns as appropriate
* Assisting and supporting pupils during sessions and break times
* Feedback and liaison with Parents/Carers when applicable
* Feedback and liaison with ensemble leaders and other support staff
* Feedback and liaison with Senior Leadership Team
* Provide support where necessary to individual pupils
* To comply with confidentiality and safeguarding procedures

**Attributes:**

* Work well as part of a team
* Be positive and enthusiastic
* Have a positive attitude to personal development and training
* Previous experience of working with children/young people
* Excellent interpersonal and communication skills
* Knowledge of child protection/safeguarding procedures

**Making Music Great. Making Great Music.**

Everyone is welcome—as an inclusive organisation, our delivery team are comfortable bringing their authentic whole selves to work, this helps us in *Making Music Great. Making Great Music.*

**About Us**

In 2012 Resonate, Liverpool's Music Hub was established as the lead strategic body for music education in the City, led by Notre Dame Catholic College in partnership with Liverpool's family of schools, Royal Liverpool Philharmonic and Liverpool City Council.

We are funded by the Arts Council England and we operate as a gateway of opportunity for Liverpool’s young musicians. In the last three years over 40,000 pupils in Liverpool had access to outstanding music opportunities which will impact their lives and enhance our city.

We are inclusive. We celebrate multiple approaches and points of view. We believe diversity drives innovation. All who work with Resonate embrace the mission and values of our music education hub, working together to raise the profile of music education, make music accessible to all and to realise the ambitions of the National Plan for Music Education.

*‘Music education hubs in every area will help drive the quality of service locally, with scope for improved partnership working, better value for money, local innovation and greater accountability’* National Plan for Music Education 2011

We are committed to recruiting and continuing to develop our workforce to reflect the diverse community we serve and welcome applicants under-represented in music education such as those with disabilities and/or from Black, Asian or minority ethnic backgrounds. Experience, commitment and an appropriate level of demonstrated skills are more important than formal qualifications for these posts.

We organise regular CPD sessions to support career development and encourage all staff to further their career through additional training. Applicants must be able and willing to travel between venues across Liverpool, Warrington and Halton.

**Safeguarding**

As a department of Notre Dame Catholic College, Resonate is committed to safeguarding children and promoting children’s welfare and expects all delivery staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act, without delay, to protect children by reporting anything that might suggest a child is being abused or neglected.

It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

**Next Steps**

**Step 1** - Contact Adele Johnson, [johnsona2@notredame.liverpool.sch.uk](mailto:johnsona2@notredame.liverpool.sch.uk) to request an Application Form

**Step 2** – Provide the following documentation:

* Provide a short Letter which outlines the reasons you consider yourself to be a suitable tutor (no more than 300 words);
* Complete the Application Form taking time to ensure you give as much detail as possible in relation to your previous experience/employment. Sign and date all sections*. It is important to note this process is subject to Bichard national safeguarding recommendations which means there is a legal duty to ensure appropriate checks are in place during all stages of the engagement process;*
* Include 2 referees. Please note professional references must be current employer/contractor, preferably from the headteacher of a school you are working in, or in the case that you are currently working, most recent employer/contractor.

Return your Application Form and Letter to:

Adele Johnson, [johnsona2@notredame.liverpool.sch.uk](mailto:johnsona2@notredame.liverpool.sch.uk)

**Step 3** – If we are interested we will contact you via email to invite you to our Selection Day