



BYMT Pastoral Assistant

30 sessions per year (on average)

Salary: £45 per session

Start Date: January 2022 (subject to DBS clearance)

Safeguarding

Bromley Youth Music Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We seek to promote a climate where children and adults will feel confident about sharing concerns which they may have about their own safety or the well-being of others.

How to Apply:

A completed application form should be submitted to Sue Brown, Deputy Head of Service
sue@bymt.co.uk

Closing Date for applications: Wednesday 1st December 2021

Interview Date: Monday 6th December 2021

Supported using public funding by
  **ARTS COUNCIL ENGLAND**



Context

Bromley Youth Music Trust (BYMT) is one of the leading music services in the United Kingdom, reaching over 18,000 children and young people in the London Borough of Bromley and beyond. As lead partner of Bromley Music Education Hub, the Trust provides an exceptional music education experience of the highest quality in a widening range of genres and is open to all children regardless of their financial support. Our motto is “Music Changes Lives” and our vision is to positively change more lives through high quality teaching and infrastructure.

On Saturday mornings during term-time over 500 children attend BYMT Centres across the borough to participate in Bands, Orchestras, Rock Schools, Piano Ensembles and BYMT NW.

Job Description

Overall purpose of the post

The pastoral assistant will work under the direction of the Centre Manager to provide safe, high quality pastoral care for the children attending.

It is essential that the Pastoral Assistant is a team player, able to remain calm under pressure, and can work on their own as well as take direction.

You will be expected to work every Saturday morning as per the centre calendar.

Key areas of work

BYMT Communication

1. Cultivate relationships with BYMT families. This includes being the first point of contact
2. Manage queries with professionalism, ensuring that any messages are immediately dealt with or forwarded to the appropriate member of staff
3. Assist with promoting BYMT’s social networking presence (including Facebook, Twitter and Linked In groups/pages)

Administrative Duties

1. Assisting parents with Speedadmin
2. Maintain customer security in line with BYMT Data Protection Policy

Pastoral Support

1. Assist with the well-being of students including dealing with any First Aid issues that may arise. Training will be given as appropriate
2. Work with colleagues to ensure adequate and appropriate supervision of children and young people whilst on site
3. Ensure that children receive adequate supervision throughout their activities and their safe dismissal at the end of their morning
4. Work with volunteers to prepare refreshments for students as required
5. Provide support where appropriate for children with additional needs

Other

1. Support in the preparation/pack down of teaching spaces
2. Undergo training as required and in line with the Trust’s objectives.
3. Carry out any other duties within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the CEO/ Head of Service or the Deputy Heads of Service.

Line Management

Reports to: Deputy Head of Service

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job. Please make sure, when completing your application form, you give clear examples of how you meet the criteria.

Attributes	Description	*E / *D
Skills and experience	Numeracy and literacy skills	D
	Ability to communicate effectively and to a high standard	E
	Organised	E
	Experience of providing pastoral support to children	D
	Ability to work independently	D
	Accuracy and strong attention to detail	D
Personal attributes	Have resilience and a sense of humour	D
	A warm and engaging manner, with the ability to communicate with people of all ages and backgrounds	E
	Able to forge effective working relationships with a wide range of staff and other stakeholders	E
	Flexible and adaptable to changing priorities and demands	D
	Enjoy working to a high standard in a demanding environment	D
	Committed to the ethos of BYMT and its music education principles	E

*E - Essential

*D - Desirable