

Performing Arts Assistant - Job Description

A Performing Arts Assistant should be an adaptable and resourceful individual who is able to perform a wide variety of roles to support the Performing Arts Teachers in the education of the students at ISP. They must be able to communicate effectively in English and maintain a flexible working relationship with the teachers. They must possess a sound knowledge of the School's vision and mission statement.

Performing Arts Assistants are expected to be in school between 7.30am and 4.30pm on regular school days and there will also be occasions where Performing Arts events fall out of normal working hours.

Teaching and learning

- Assist in the educational and social development of all ISP students.
- Work with groups of students to assist the teacher planned lessons.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Lead small groups of students in specific guided instruction. The ability to play trumpet is highly desirable.

Administrative duties

- Support the Performing Arts Department with any reasonable request.
- Prepare and present displays of students' work.
- Organise equipment and prepare materials for lessons.
- Support teachers in photocopying and other tasks.
- Undertake break/lunch supervision duties as required.

Standards and quality assurance

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings as required.
- Report any Health and Safety concerns around the school.

Additional responsibilities

- To maintain and keep stock of all relevant PA resources and manage an accurate updated inventory.
- Assist with keeping the Performing Arts areas tidy.
- Assist the department with sourcing materials, resources and quotations as required.