



Gloucestershire Academy of Music

Application Pack – Junior Department Student Support Role

About Us

Gloucestershire Academy of Music (GAM) is a registered charity which offers an exceptional level of professional music tuition in an informal and friendly atmosphere.

For over 40 years we have been creating musical opportunities for all ages and abilities, from individual music lessons and group sessions to performances, courses, workshops and masterclasses.

Reaching over 2,000 participants each year, we encourage members of the community, from the very old to the very young, to love music and through it, to develop and thrive. GAM is a key strategic partner in Make Music Gloucestershire, the county's music hub.

We are based in Barbican House in Gloucester but also have a centre in Cheltenham and engage in partnership projects which may involve work in other parts of the county or beyond.

Our programme consists of:

- providing high-quality term-time tuition at our Gloucester headquarters and Cheltenham satellite centre, as well as through a Schools Music Agency
- running inter/nationally renowned and enjoyable Easter and Summer holiday courses for adults and children
- working in partnership to extend our reach (e.g. through ambitious events)
- targeted funded outreach projects to increase the diversity of students accessing our services and developing their talents

Our Team

As well as an extensive network of associate music teachers, workshop leaders and volunteers, we have a core team of management and administration staff based at Barbican House. These include:

Principal
Executive Director
Operations Director
Finance Officer
Marketing and Communications Officer
Schools Administrator
Barbican House Administrator
Saturday Junior Dept Receptionist
Cleaner

Gloucestershire Academy of Music Registered in England No. 2796427 – Registered Charity No. 1085708
Barbican House, Barbican Road, Gloucester, GL1 2JF 01452 668592

www.glosacadmusic.org info@glosacadmusic.org



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Gloucestershire Academy of Music

The Role

Title

Junior Department Student Support

Hours

8 hours per week (Saturday 09:00 – 17:00) Term Time only (30 weeks per year)

Pay Rate

National Living Wage

Holiday

Based on accrual. Approx 3 days paid holiday per year.

Location

Barbican House + Dean Close Prep School

Reporting to

Operations Director

Job Description

We are looking for a compassionate and empathetic individual to join our Music Academy in a student support role. This role focuses on providing emotional and well-being support to students, ensuring a positive, inclusive, and nurturing environment. The ideal candidate will help students navigate challenges related to their personal and musical growth.

Responsibilities:

1. Offer pastoral support to students, addressing their emotional and mental well-being needs.
2. Act as a point of contact for students facing personal or academic challenges, providing guidance and assistance.
3. Develop and maintain trusting relationships with students, ensuring they feel safe, supported, and valued.
4. Work closely with teaching staff, parents, and guardians to ensure students' overall well-being.
5. Assist in creating a positive and inclusive academy culture, ensuring all students feel respected and supported.
6. Maintain confidential records and documentation related to student welfare.
7. Where required, assist teachers in delivering classes by supporting the learning for students with additional needs.
8. Support teachers in maintaining appropriate levels of behaviour and intervening where appropriate.

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Candidate Specification

1. Essential experience / skills
 - a. experience in a people-facing role
 - b. accurate and confident written and verbal communications skills
 - c. experience of working with children and young people
 - d. Some understanding of music and music theory.

2. Essential attributes
 - a. numerate
 - b. driven by commitment to equal opportunities
 - c. good self-motivation, time management and initiative
 - d. flexible approach
 - e. confident and articulate
 - f. reliable, discrete and trustworthy
 - g. good with children and young people

3. Desirable
 - a. equality training and / or understanding through lived experience
 - b. experience in working with children with SEND.

Successful applicants will be required to complete Safeguarding and First Aid Training and hold an enhanced DBS certificate. The organisation will facilitate this and cover any training costs involved. It is vital that applicants mention in interview anything that may be disclosed on an enhanced DBS check.

Gloucestershire Academy of Music is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

To apply for this role please send a covering letter and CV by email or post to

richard@glosacadmusic.org

**Executive Director
Gloucestershire Academy of Music
Barbican House, Barbican Road
Gloucester, GL1 2JF**

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