

# PLACEMENT ROLE DESCRIPTION

A placement role description shows the student what their job role is while they are working with you.

It outlines what they will do and what their responsibilities are. It tells supervisors and other people in the business what the student's job involves. It also helps the provider choose the right student for the placement.

It's advisable to write a placement role description for each student, which links to the development objectives and learning goals agreed with the student and their college or school. A few tips are given below followed by guidance on what the role description should cover.

## TIPS

- Use straightforward language and avoid jargon
- Tell the student clearly what they will be doing
- Include the organisation's name, address, website and contact details



## WHAT SHOULD IT COVER?

### THE ORGANISATION

Short description of the organisation and what it does (core activities). Brief statement of your values and mission – could come from your website or recruitment materials. Anything else about the working environment which might help bring it to life for the student.

### ROLE AND KEY RESPONSIBILITIES

- Title of the role
- Short description of what it involves
- List of key responsibilities
- Job title of their supervisor – the person they will be working with most closely during the placement
- Extra information for the student, e.g. what a typical working day is like

### STUDENT SPECIFICATION

Prepare a short description of the key things you're looking for in the student. This could include technical skills, personal attributes and desirable behaviours suiting the role and organisational culture.

# CREATIVE AND DESIGN

## **T LEVEL: MEDIA, BROADCAST AND PRODUCTION**

### **ROLE: MUSIC SERVICE ASSISTANT**

#### **ROLE AND KEY RESPONSIBILITIES**

- Event management support and marketing for the summer term activities – these events include an Early Years music celebration at the Royal Northern, an 80's music Big Sing at the Bridgewater Hall and four evenings of music showcases with children aged 8-19 at the Royal Northern College of Music. A range of musical styles will be represented.
- Assisting the producers of each event and ideally helping to make a short audio-visual item /poster about each event which would include filming, editing and sound recording. This will help to promote the work of the service and be used on the website. This celebrates the work of the team and also helps new schools to find out about our work.
- At the events, the role would include logistics and organising resources, meeting participants and handling event evaluation.
- The role could also include supporting music centre events and promoting music centres to new participants – possibly creating marketing materials or invitation leaflets.



#### **STUDENT SPECIFICATION:**

- We are looking for someone who is interested in working in the creative service industry - specifically event management / media / marketing and promotion. Ideally, you will also be a musician / vocalist / have musical knowledge, and/or may be interested in teaching music in the future.
- In addition to being able to use audio-visual editing software, it would be useful to have good knowledge of office software including word and excel.
- As you will be working in an office with other members of the team, we need you to have good communication and organisation skills and the ability to work independently when needed.
- You will need a DBS check and some Foundation-level Safeguarding training.

# CREATIVE AND DESIGN

## **ABOUT THE ORGANISATION**

Company AA supports school colleagues through a unique breadth of specialist services and education expertise, delivering measurable pupil intervention and outstanding leadership support in the following areas: language, literacy, music, outdoor education, school improvement, governance, HR, ICT, payroll, school finance, attendance, dyslexia, educational psychology, safeguarding, SEND, and therapeutic interventions.

The company provides high-quality music lessons in singing and on a wide range of instruments. This may be at any time during the school day, including breakfast, lunchtime and after-school clubs.

Company AA is proud to work with parents and communities, supporting and enabling talent to flourish. We run several out-of-school music centers during the school year that offer a range of activities for different ages and abilities, including SEND pupils with additional needs.

We have over 30 permanent full-time staff and over 60 casual supply music leaders. Most staff work in schools throughout the week.

