



International School of Kenya

Empowering students to create solutions for tomorrow's challenges

ISK JOB DESCRIPTION / RECRUITMENT PROFILE

Music Teaching Assistant

Mission: *ISK inspires and nurtures passion, creativity and ambition in pursuit of a better world.*

Vision: *Empowering students to create solutions for tomorrow's challenges*

Reports To: Music Teacher

Scope of Responsibilities:

The teaching assistant's primary responsibility is to ensure the success of each student as detailed in the ISK mission, vision and student aims. Responsibilities include supervising instruction under teacher guidance and classroom management. Additionally the assistant will be expected to participate in a variety of collaborative teams and committees; fulfil supervision duties as assigned, including some evening and weekend events. The music assistant will assist each of the four music teachers according to the classroom needs.

Overall Responsibilities:

- Collaborating with colleagues.
- Communicating regularly with the classroom teachers.
- Attending relevant departmental, divisional and K-12 professional meetings as necessary.
- Promoting a positive learning environment.
- Assuming responsibility for meaningful professional growth.
- Performing other duties as may be reasonably assigned by the supervising Music Teacher.

Specific Roles/Responsibilities:

- Preparing classroom for lessons – setting stands and chairs, and arranging instruments if necessary.
- Accompanying ensembles.
- Leading small groups of students in the classroom and in sectional rehearsals. Using techniques as modelled by the classroom teacher.
- Taking attendance and carrying out classroom-related errands as requested.
- Organizing instrument storage spaces, materials, bulletin boards, music stands and other displays.
- Helping with documentation, photocopying, filing, organizing music and other clerical duties.
- Maintaining an inventory of music resources including equipment and costumes; cataloguing and maintaining the music library.
- Supervising students as determined by teachers and administration. Using conflict resolution strategies to assist students to resolve problems both in and out of the classroom. Reinforcing social expectations for children by using appropriate language.
- Supervising students when the classroom teacher is attending a meeting which cannot be scheduled before or after school hours. The assistant will follow a plan determined by the

classroom teacher. The in-class supervision will not last for longer than one period or one hour. Must have prior approval from the principal.

- Taking initiative for the smooth running of the classroom environment.
- Outside supervision – TA's follow stated expectations, consequences and follow through procedures.

Required Qualifications, Skills and Qualities:

- Minimum 2 years relevant teaching or classroom experience
- ABRSM Level 8 on Piano and sight reading proficiency
- HS Diploma or higher educational qualification
- Extensive experience in piano performance and accompaniment
- High level of musicianship on a brass or woodwind instrument.
- High level of capacity for reading music for more than one instrument.
- Ability to sight sing music and maintain harmonies in the midst of other harmonies present.
- Good command of the English language, written and oral
- Positive, helpful, efficient in whatever capacity is required to assist the Music Department teachers in creating enriching musical experiences for all students.
- Ability to repair instruments would be an asset
- Should be familiar with the curriculum
- Has a professional and ethical approach to work
- Commitment to continuous personal growth
- Commitment to Mission and Educational Aims of ISK

Preferred Qualifications, Skills and Qualities:

- Bachelor's Degree
- Student-centered and nurturing personality
- Commitment to collaborative planning
- Flexibility and creativity
- Showing initiative and the ability to work independently
- Basic Math skills
- Typing skills

EDUCATIONAL AIMS

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We strive to develop globally minded students who actively learn, create, solve and engage in the world.



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