

**Job Title - Port Solent Academy Assistant**

**Closing Date - Friday 30 August 2019**



**Sound Pop Academy is recruiting an Academy Assistant for a brand new academy launching this September in Port Solent (Portsmouth)!**

We're looking for passionate and skilled 'Academy Assistant' to support the delivery of permanent, high quality weekly sessions, whilst driving each individual member to their full potential.

Sound Pop Academy allows young people to take part and perform in a contemporary and fresh singing group across the south coast.

The idea was born in October 2016 and our vision of being 'bold and different' has defined us. We are the UK's leading singing group for young people aged 7-17. We run weekly sessions throughout the year and pride ourselves on teaching young people about harmony singing, vocal technique and performance skills in a fun, creative, dynamic and engaging way.

We help develop confidence and social skills at every session, teaching current, contemporary and appropriate pop songs. All of our song arrangements are created in house and are delivered using a method of teaching that young people won't have experienced before and whilst no musical experience is required, we embrace all young people who share a passion in music, movement, performance and being themselves. We like to push boundaries in the rehearsal room and out on the road. As well as enriching our members experience through socials and trips, we know young people love to perform and so we do just that. We give all of our members the opportunity to perform in high quality shows throughout the year.

Applicants must hold or be able to obtain a current and clean enhanced DBS.

**Below are what we consider the main responsibilities of a Sound Pop Academy (SPA) Assistant.**

- To assist and support the SPA Leader with the delivery of the highest quality sessions to young people aged 7 - 17 that are well planned, engaging, fun and safe
- To ensure that all members receive the highest possible tuition, whilst understanding and allowing for a difference in abilities and confidence.
- To support sessions that include 2, 3 and 4 part harmonies - all songs, tracks and harmonies are chosen and pre-arranged by SPA and will be supplied to you.
- To support basic movement and choreography as part of the weekly sessions - all movement is choreographed by SPA and will be supplied to you.
- To act as the face of SPA and provide a first class level of customer service to parents and members and to manage relationships between SPA and parents/members.

- To ensure the safety of each and every child is at the forefront of all activity. This includes but is not limited to the awareness of risk assessments, registers, child protection, safeguarding and licences as required.
- To ensure accurate recordings of registers are taken at all rehearsals, performances, shows and socials and to ensure that the records held for all members are complete.
- To attend, support and assist the SPA Leader at performances, shows and socials as appropriate.
- To assist the SPA Leaders in ensuring that members are prepared and 'performance ready' to the SPA standard.
- To fully support all SPA members.
- To endorse SPA where appropriate, directing all new interest in membership to the website.
- To comply with local authority licensing conditions.
- Other ad-hoc tasks that may arise as expected (or unexpected!) with any group of this nature.

**Essential Skills Required:**

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| A minimum of 3 months experience working with children and young people aged 7-17.        |
| A strong interest or experience of working within an arts organisation or business.       |
| Knowledge of popular and contemporary music.  |
| Ability to support with the learning of music and movement.                               |
| Excellent communication, organisation and administrative skills with attention to detail. |
| Ability to respond well to last minute changes and support during sessions.               |
| Any other adhoc tasks that may be required.   |
| A positive, energetic, infectious and get-up-and-go attitude.                             |
| A clean DBS (or the willingness to obtain one).   |

## What's in it for YOU?



"We'll take care of you! You'll be part of the team and we'll support you to achieve great things as well as giving you full training"



"You'll have the opportunity to inspire others as we inspire you"



"We'll provide you with our world class vocal and choreography guides. Release your creativity in the way you teach, mentor and guide"



"Of course! Money is important. We're proud to pay incredible, competitive rates, holiday pay and a bonus scheme - we also have an incredible 'Perks' programme that you can take full advantage of"

**Our Port Solent Academy will run at Castle View Academy, Allaway Ave, Portsmouth PO6 4QP on Thursday's during term time from 6pm - 8pm.**

If you're aged 18 and over and feel like you could be a great fit in the team, please email [recruitment@soundpopacademy.co.uk](mailto:recruitment@soundpopacademy.co.uk) with your resume **and** a covering letter explaining why you would make a great Academy Assistant with your relevant skills and your availability from September 2019 onwards and one of the team will get back to you.

If you have any questions, please drop us an email or call us on 02381 290449.

The deadline to apply for Port Solent is close of business, **Friday 30 August 2019.**

*Apply now - we can't wait to hear from you!*