

MUSIC TECHNICIAN

Part-time: 16 hours per week; (flexible – evening events included); term time only plus 1 inset day

Job Description

Responsible to: Head of Music

Job Purpose

Westcliff High School for Girls is looking to appoint a Music Technician to fulfil several different roles within the Music Department and across the school by supporting the Head of Music, other staff, and students with technical support (including evening events) and assisting with general administration as required.

Main Duties and Responsibilities:

1. Duties

Music Technician

- To oversee the maintenance of equipment and instruments, ordering new parts as necessary and arranging repairs to broken items.
- To demonstrate knowledge of recording equipment, microphones and recording techniques.
- To be responsible for keeping the recording studio and practice/rehearsal rooms tidy and in line with health and safety requirements.
- To assist with GCSE and A Level recordings as required.
- Must be actively fit to work alone in moving instruments and music around the school e.g. to help set up for a concert or rehearsal.
- To regularly update displays around the departments and keep display areas looking tidy.
- General administration tasks including room bookings, overseeing peripatetic timetables, and monitoring and updating the inventory as required.
- To support and train other department staff with their knowledge and understanding of Music Technology.

Whole School Sound, Lighting and Audio-Visual Support

- To be responsible for the security, maintenance, and replacement of the school PA systems, sounds desk and lighting equipment.
- To set up and operate the sound and lighting desk at school concerts, assemblies, open evenings, sports day, parent meetings, school social events etc.
- To support the Drama Department in the maintenance and running of their lighting desk.
- To work with and manage the Tech Team, a small group of students who are interested in developing their interests and expertise in sound and lighting technology.

Curriculum Support

- To provide technical assistance as required in Music Technology lessons e.g. supporting students in the use of software, setting up recording sessions, teaching and overseeing students using the recording studio.
- To support teaching staff and pupils when requested, particularly with the music technology and its application including the use of Logic Pro X, GarageBand, and Sibelius. Applicants should be able to demonstrate knowledge of the software and hardware trouble shooting.
- To set up equipment for practical lessons as required by teachers.

Extra-Curricular Support

- To be active in supporting the extra-curricular programme which will include setting up for rehearsals, creating promotional materials to raise the profile of the clubs within the school, liaising with the office staff to promote concerts and events via the website, school comms and social media platforms, and inviting and encouraging new musicians to get involved with the extra-curricular music programme.
- To support 6th form students in leading a successful Music Tehcnology club, encouraging new students to participate and develop an interest in Music Technology and the Tech Team.

2. General

- To undertake any training commensurate with the post.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above. It is not necessarily a comprehensive definition of the post.

The duties and this job description will be reviewed at frequent intervals and may vary to meet the changing demands of the school at the reasonable discretion of the Headteacher at any time.

It is Westcliff High School for Girls' policy that all support staff should have the role of Lesson Supervisor as and when required; this is an additional area added to the job description and there will be additional payment for this work if the hourly rate for your normal job is less than that of a Lesson Supervisor.

Main duties and responsibilities:

- To supervise whole classes during the short-term absence of teachers and to give instructions for the lesson as provided by a teacher.
- To maintain good order, acting as a role model, setting high standards of conduct and behaviour, dealing promptly with conflict and incidents in line with established policy, reporting all concerns to an appropriate person.
- To keep pupils on task and respond to general enquiries.
- To provide general feedback to teachers.
- To be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop.

Signed: Date:

PERSON SPECIFICATION

Experience	Experience working with Music Technology is essential.
	Excellent working knowledge of music recording and production/software equipment and ICT packages relevant to specialist area (Sibelius, Logic Pro, GarageBand).
Qualifications	Degree or equivalent in a relevant subject is desirable.
	ABRSM graded exams or equivalent preferred but not essential.
	Good numeracy and literacy skills.
Communication	Ability to write letters and produce promotional materials.
	Good communication skills, with adults and students.
	Knowledge of specialist terminology.
Other Skills and Responsibilities	To work effectively and constructively as part of the Music Department team.
	Strong organisational skills.
	Ability to plan and manage own time effectively.
	Demonstrate a highly creative approach to supporting learning.
	Awareness of and promotion of equality.
	To be willing to attend training and development activities.
	Good problem-solving skills, both technically and practically.
	Must be reliable, punctual, and courteous.
To be flexible as some work will take place in the evenings.	