

Job Description for the Post of:

Teacher of Key Stage 3 Music and Performing Arts Technician

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head, through the Director of Music.

Main Purpose

To ensure high quality curriculum provision in Key Stage 3 Music; to inspire, motivate and challenge all students to achieve and flourish; to provide specialist technical support within the performing arts department (Music and Drama).

Main Duties and responsibilities:

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To carry out the professional duties of a teacher, as set out in the Teachers' Pay & Conditions Document and in the Teachers' Standards.
3. To contribute to the wider life of the school.
4. To support the Christian ethos of the school.
5. To plan inspiring, motivating and challenging learning opportunities for students to enable all to make progress, in line with the department's existing curriculum.
6. To be aware of the prior attainment of individual students and to use the school's Marking and Feedback Policy to monitor and measure progress.
7. To manage classrooms and corridors, according to the school's Behaviour Policy.
8. To set homework according to the school's Homework Policy.
9. To use the school's information system to record attendance, progress and concerns. To award Trinity Credits according to the school's policy.
10. To proactively communicate with parents regarding achievements, progress or concerns.
11. To carry out duties according to the published rotas. To be proactive in promoting orderly behaviour of all students in all areas of the school site and throughout the school day.
12. To be proactive and take responsibility for personal continuous professional development.
13. To ensure that personal IT skills are maintained and developed in line with the school's IT development.

14. To promote a shared responsibility of caring for the school's resources, buildings and site and to ensure that all Health & Safety requirements are complied with.
15. To actively contribute to the continuous self-evaluation and school development process.
16. To attend and participate in all calendared meetings as appropriate to your level of responsibility.

Subject Specific:

17. To assist with the day-to-day organisation, peripatetic music timetables, trip administration and technical support within the Music and Drama Departments, dependent on need.
18. To be in charge of daily registers for morning ensemble rehearsals.
19. To assist with technical support for daily assemblies (eg. setting up microphones when needed) or other technical requirements for one-off school events.
20. To attend music and drama trips and events as a supervising staff member as required, with occasional after hours working.
21. To lead on the maintenance of the music studio, all musical instruments and organise any required repairs.
22. To ensure all technical equipment is functioning and prepared for lesson when required; to ensure compliance with current Health and Safety regulations.
23. To resolve technical issues when they arise and/or liaise with the appropriate personnel to solve the issue.
24. To assist with general upkeep, stock control and instrumental inventories, sourcing and ordering resources for the department.
25. To lead on the audio and video recording of GCSE and BTEC Music and Drama performances.
26. To support where required with the mixing, exporting, formatting and saving of GCSE and BTEC Music compositions, ready for submission.
27. To assist with the setting up and tidying away of equipment for ensemble / band rehearsals.
28. To run the technical provision for concerts & shows ie. fulfilling a sound engineering role with set-up and monitoring of microphones/amplifiers/backing tracks etc.
29. To have experience of or be willing to learn how to operate the lighting system.
30. To develop and embed our Music Production and DJ clubs.
31. To assist with GCSE and BTEC coursework intervention.
32. To communicate and work with outside arts agencies and creative partners in the local community as required.
33. To create and manage a booking system for pupil access to practice rooms and music studio.
34. To assist with updating displays within the department classrooms.
35. To share in the responsibility for security and safety within the Department.
36. To prepare appropriate resources to use in Music / Music Tech lessons as required.
37. To undertake other duties as required in line with the grade and responsibilities of the post.