



JOB DESCRIPTION	
Job Title:	Music Technician
Responsible to:	Head of Music
Grade:	Grade 2 – NJC point 4 £24,404 pro-rata
Hours:	11 hours per week, term time only (45.4 weeks per year)
<u>Purpose of Job</u> Under the instruction/guidance of senior staff; provide general support in a specific curricula/resource area, including preparation and maintenance of resources and support to staff and pupils.	
Duties to include: <ul style="list-style-type: none"> • The setting up, packing down and running of a professional grade PA system to provide sound reinforcement for whole school events and music in assemblies. • Coordinate and train student helpers in setting up and running the PA system for school events. • Produce high quality recordings of students' performances in the school's recording studio using Logic Pro X or Studio one 6. This will include Key Stage 4 and Key Stage 5 exam recordings. • Maintenance and service of electrical equipment and musical instruments, checking for quality and safely undertaking repairs and modifications, liaising with specialists where necessary. • Prepare resources for practical lessons including creating midi files and recordings. • Promote music as an extracurricular activity throughout the school, liaising with staff to organise concerts, performances in the community, music in assemblies etc. • Provide audio support to other departments e.g. Shakespeare Day, Media Club, Sound and Lighting Club. • Provide admin for music department performances. • Provide admin for instrument lessons where necessary. • Support the music curriculum through putting up classroom displays. • Keep folders and files of student work organised and backed up. Provide technical support for exporting audio from various DAWs. • Provide technical support for music technology software ensuring that Studio One 6, Sibelius, musescore and Logic Pro X are working effectively on all computers. • Transport musical equipment in school van when needed and ensure everything is put away correctly. • Managing the behaviour of pupils whilst they are undertaking work to ensure a constructive environment. • Using the school's ordering system to order equipment and materials. 	



- Liaising with instrument teachers on behalf of Head of Music.
- Dealing with members of the public and telephone enquiries

General Associate staff

Duties to include:

- To embrace the ethos and values of Keswick School.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of, support difference, and ensure all pupils have equal access to opportunities to learn and develop.
- To appreciate and support the role of other professionals and attend relevant meetings as required.
- To participate in training and appraisal as required.
- To ensure own professional competence remains sufficient to provide effective support.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Health & Safety:

The health & Safety at Work Act 1974 and amendments state it is the responsibility of all employees to comply with Health and Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.

Confidentiality:

Staff and Pupil information is confidential. It is a condition of employment that any employees will not use or disclose any confidential information obtained during the course of their duties to any person or body other than as directed by their Line Manager.

This Job Description is not exhaustive and other duties and responsibilities of a similar level and nature may be required from time to time. The Job Description may be subject to change according to future service needs, changes will be made in consultation with the post holder.

This post requires an enhanced DBS check.



Ofsted Report 2024



Head teacher: S. Jackson, M.A. (Oxon), M.Ed., FRSA
 Keswick School Multi Academy Trust
 a company limited by guarantee
 Registered in England: Company Number: 07664297
 Registered Office: Vicarage Hill, Keswick, Cumbria, CA12 5QB. Tel. 017687 72605
 Email: admin@keswick.cumbria.sch.uk
 Web: <http://www.keswick.cumbria.sch.uk>

Person Specification		
Post Title: Music Technician		
Attribute/Criteria	Essential	Desirable
Education/Qualifications/Training	<i>This will include</i>	<i>This may include</i> <ul style="list-style-type: none"> • Experience of relevant software
Knowledge & Experience	<i>This will include</i> <ul style="list-style-type: none"> • Experience of working both independently and as part of a team • Experience of working with children and young people 	<i>This may include</i> <ul style="list-style-type: none"> • Previous experience of working in a school or educational environment • Knowledge of Logic Pro X or Studio one 6 packages • Experience of professional grade PA systems • Experience of working within a Design Technology setting
Skills & Abilities	<i>This will include</i> <ul style="list-style-type: none"> • Basic literacy and numeracy skills • Willingness to participate in development and training opportunities • Ability and willingness to drive the school minibus • Ability to organise and prioritise tasks effectively • Competence in the use of ICT 	<i>This may include</i> <ul style="list-style-type: none"> • Ability to supervise pupils in a classroom setting
Personal Qualities	<i>This will include</i> <ul style="list-style-type: none"> • Ability to relate well to children and adults • Good team work and organisational skills • Commitment to safeguarding the physical, emotional and mental wellbeing of young people and children 	<i>This may include</i> <ul style="list-style-type: none"> • Ability to work well under pressure • Willingness to work flexibly • Willingness to show initiative



The Selection Process

Criteria

In most cases the essential criteria identified in the person specification must be fully met. This includes qualifications, experience and any other requirements need to perform the role, particularly in relation to working with children and young people.

To be successful, you will need to demonstrate these skills during the recruitment process.

Assessment of suitability to work with children

During the selection process, your suitability to work with children and young people will be assessed. This will involve specific questioning based on the essential and desirable criteria identified in the person specification as well as safeguarding questions during the interview.

Verification

Keswick School MAT will contact current and previous employers if you are shortlisted as part of the pre-appointment check.

Anomalies

Upon shortlisting, any discrepancies or anomalies in the information provided or issues arising from references will be discussed at interview. This may include unexplained gaps in employment history.

Safeguarding

Keswick School MAT is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures.

Sources of assessment

- Application form
- Performance at interview
- Verification of qualification
- Original documents must be presented at interview when identified as essential criteria



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Equal Opportunities

Keswick School MAT is committed to ensuring that no member of its community experiences unfair discrimination based on sex, age, racial origin, physical ability, educational need, sexual orientation, political persuasion or religious creed. This commitment extends to those who are married or in a civil partnership, pregnant or on maternity leave or undergoing, have undergone or are planning to undergo gender reassignment.

Curriculum

All aspects of the curriculum will be developed to avoid excluding particular groups or individuals, except for sound educational reasons.

Behaviour

We expect behaviour to be impeccable at all times. Intimidating or insulting language will not be tolerated.

Staffing

Keswick School MAT is committed to ensuring that its recruitment practices do not discriminate against candidates or potential candidates based on factors unrelated to their ability to perform the duties of the post.

Recognising that young people view staff as role models, every effort will be made to ensure equality of opportunity is evident at all levels in all areas of staffing.

The Academy and the Community

The academy enjoys an excellent relationship with the local community and has a high reputation both locally and beyond.

The academy is well supported by an energetic Local Governing Body.



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