



# WHITMORE HIGH SCHOOL

Headteacher: James Rebbitt BA, MSC (Oxon)

Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD

Telephone: 020 8864 7688

[www.whitmore.harrow.sch.uk](http://www.whitmore.harrow.sch.uk)

Email: [office@whitmore.harrow.sch.uk](mailto:office@whitmore.harrow.sch.uk)

February 2024

Dear Colleague

## MUSIC TECHNICIAN

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school where our students make excellent progress. OFSTED graded the school outstanding in all areas and commented "students have outstanding attitudes to learning and take a pride in their work".

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached Job Description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

The closing date is **Monday 4<sup>th</sup> March at 9.00am**

I look forward to hearing from you.

Yours sincerely

James Rebbitt  
Headteacher

**When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.**

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.

Our CP Policy is available on the school's website [www.whitmore.harrow.sch.uk](http://www.whitmore.harrow.sch.uk)

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.



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## MUSIC TECHNICIAN

Monday - Friday: 9.00am – 4.30pm

21 hours per week with an unpaid half hour lunch break, term time only

Scale G2 - £12,661 per annum

This post can also offer Peripatetic Instrumental teaching for up to 2 days per week (7 hours per day) paid at the equivalent of the M5 teachers' pay scale.

### JOB DESCRIPTION

#### Reporting to:

Head of Department

The successful candidate will:

- Assist in the set-up of music lessons by ensuring all music equipment required is available and in good working order, as required by teachers.
- Guide students on the correct way to use certain instruments and equipment.
- Assist with individual coursework recording/composition tasks after school or as arranged with individual students.
- Supervise and support students using practice rooms at lunchtime.
- Provide technical support to teaching staff.
- Record Music performances for GCSE and A-Level examinations and other performances.
- Manage and maintain the music facilities including computer suites, musical instruments, amplifiers etc.
- Set up all music and technical equipment for concerts, rehearsals, events, ensembles and other collaborations.
- Liaise with external agencies such as suppliers and manufacturers regarding the provision, installation and repair of music equipment.
- Monitor and report on Peripatetic Music Lesson attendance, timetabling & provide technical support.
- Manage short term changes to the peripatetic timetable, ensuring students are informed of time changes.
- Manage the communication with parents & carers about Music lessons and Music department events.
- Undertake administrative tasks associated with the post, including regularly updating displays, asset tracking, stock recording and ordering.
- To undertake any other tasks as required by the Head of Department or Senior Leadership Team commensurate with the grade.

The job description is current at the date shown, but in consultation with you may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

### PERSON SPECIFICATION

#### Experience

The following would be an advantage but are not essential:

- A Level, BTEC or Diploma in a music related subject.
- Undergraduate or Postgraduate degree in Music or Music Technology or a subject related to either domain.
- Proficiency with Logic Pro X, Sibelius, and Microsoft Office suite.



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- Experience of using Apple Macintosh computers.
- Knowledge of and/or experience of working in a school environment.

## **Attitude, Knowledge and Skills**

The post holder will:

- Have experience in live music sound for music concerts and performances.
- Have knowledge of music theory.
- Play at least one instrument at ABRSM Grade 5 (or equivalent) or above.
- Have proficient numeracy, reading and writing skills.
- Have good organisational skills and time management.
- Have the ability to work positively and sensitively with young people aged 11-18 years
- Believe in the importance of teamwork and enjoy working in a busy and demanding environment.
- Be self-motivated, flexible and hardworking with a pro-active approach to problem solving.
- Be able to carry out general maintenance, repairs and cleaning functions, using techniques to restore and repair damaged or defective equipment.
- Understand the importance of health and safety, have a good working knowledge of health and safety at work and comply with Health and Safety at Work Act 1974.
- Be able to use e-mail, Word and Excel, in order to undertake duties associated with the role, communicating with internal and external persons where required.
- Have good interpersonal skills and represent the school in the best possible light, communicating effectively, clearly and professionally at all times, both verbally and in writing.
- Be flexible and positive, helpful and tactful, develop good relationships and demonstrate a "can-do" attitude.
- Have the ability to work independently.
- Be hard working, self-motivating, energetic and enthusiastic, honest, practical, versatile and reliable with excellent punctuality and attendance.
- Have an interest in their own personal development, willing to undergo training and development.
- Be committed to Equality, Diversity and Inclusion and the principles and practice of equal opportunities.
- Be committed to the principles and practice of safeguarding all young people.

February 2024