

ALL HALLOWS CATHOLIC SCHOOL and SIXTH FORM COLLEGE

JOB DESCRIPTION: MUSIC TECHNICIAN

JOB PURPOSE

Supporting the Head of Music and music staff assisting with learning and teaching in the vibrant and highly successful Music Department at All Hallows.

RELATIONSHIPS

The post holder is primarily responsible to the Head of Music, but may also receive guidance and instruction from relevant Heads of Department, and the Headteacher. The post holder will also have the opportunity to work directly with the students (aged 11-18).

All staff of All Hallows Catholic School should endeavour to maintain the Catholic character of the school in accordance with the directions given by the Governors and subject thereto, the directions given by the Headteacher.

OVERALL RESPONSIBILITIES

The general responsibilities of the Post Holder are as follows:

- Supporting the department by means of training students on the relevant music technology (Logic Pro 9, Sibelius 7 & NoteFlight).
- Assisting with the supervision of Controlled Assessment for GCSE/AS/A2 coursework.
- Recording, editing and storing of all GCSE/AS/A2 coursework.
- Setting up and monitoring of internal and external music exams as well as other exams involving audio (such as languages/MFL).
- Sourcing and ordering of new/replacement audio/music/AV equipment for the department, including the repair of equipment where economical.
- Assisting with sound production/sound design across the school (Music Department, Drama Department and other shows such as the Dance Show).

ADDITIONAL RESPONSIBILITIES

Additional specific responsibilities are as follows:

- Managing the recording studio/editing suite.
- Providing training for staff and students in the recording studio/editing suite.
- Maintenance and upkeep of all the hardware and software in the recording studio/editing suite.
- Repair and maintenance of all studio equipment; drums, guitar amps, keyboards headphones, cables, microphones, speakers etc.
- Recording, editing and producing CD's of concerts and performances as required.

- Maintaining all A/V equipment across the department as well as in the Auditorium for assemblies.
- Setting up equipment and running equipment for MFL and Music GCSE exams.
- Setting up of PA systems, amps drum kits etc. for concerts, masses, rehearsals, assemblies, and events.
- Monitoring, upkeep and maintenance of sound systems across the school (Main Hall, Auditorium, Gymnasium).
- Training of sound and lighting technicians for sound systems in Main Hall and Auditorium.
- Organizing and running of sound for important events, sometimes out of school time.
- Assisting in the running of PA and providing general assistance on the Concert Tour or Musical.

The Post holder may be required to carry out other tasks or duties as reasonably requested by the Head of Department or Headteacher from time to time.

SAFEGUARDING

All Hallows Catholic School is committed to safeguarding and promoting the welfare of our pupils in school in accordance with the Children Acts 1989 and 2004, and the Education Act 2002. All staff and volunteers must share this commitment and will be expected to undertake training as and when appropriate.

HEALTH AND SAFETY:

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LA's policies and procedures.

All members of staff are expected to maintain an appropriate professional appearance in accordance with the agreed guidelines published in the Staff Handbook.

GENERAL

This job description is not necessarily a comprehensive description of the post, and may be reviewed and amended at any time in consultation with the post holder. The post holder will be expected to participate in appropriate staff training and development activities.

NOTE

In the event of any disagreement concerning this job description, the matter should be raised with the Headteacher.

Contracts and Administration are organised through the School Business Manager and team.