**Cluster The Elms Academy & The Hurlingham Academy**

*United Learning - Cluster The Elms Academy & The Hurlingham Academy are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

Job Description: Cluster Music Technician

Hours: 37.5hours per week/ 40 weeks per year

Work Pattern: Monday-Friday 8:00-16:00/Term Time (39) weeks)+ 1 week (school holidays)

Reporting to: Heads of Music

**Role Purpose**

To provide technical support to the Music Department, maintenance of equipment in good working condition, in setting up equipment for lessons, coursework, exams, displays and special events within the Music department

To provide sound, light and audio-visual technical support for school events and assemblies.

To provide support for all the music staff in the classroom and assist pupils with routine practical tasks

**Main responsibilities**

1. **Professional Responsibilities**
	1. To prepare and set up equipment for music lessons, coursework, exams and special events as requested by each member of department
	2. To draw up and maintain an inventory of equipment for Music Department i.e. keyboards, headphones, sound equipment, etc.
	3. To repair and upkeep of equipment and keep a record of it e.g. repair any broken item, ensure school guitars, drums and keyboards are all in good working condition, replacing strings/drum skins when broken
	4. Assisting external tutors during lessons
	5. Check any new orders into the Music Department follow up discrepancies and organise storages and consulting with the head of department about new purchases, upgrading equipment and software
	6. Maintain computer records of resources
	7. Input onto the computer system reports and records relating to pupils, under the direction of the Head of Music
	8. To order materials and new equipment via normal school procedure, as required and authorised by the Head of Department
	9. To install new equipment
	10. To facilitate an afterschool club/lunchtime club
	11. To carry out daily tasks and ensure equipment is available in the music classrooms
	12. To demonstrate methods and techniques to students during lessons, as requested by the appropriate member of staff and under their direction
	13. General administration tasks e.g. photocopying and filing
	14. Assist with music displays throughout the school
	15. To ensure each teaching room and the music instruments are tidy and clean, and to liaise with the caretaker or the cleaning supervisor if the standard of cleaning falls below an acceptable level
	16. To ensure all tools and equipment are stored securely after use and are returned to the appropriate storage area
	17. To undertake a practical health and safety role for the department
	18. To arrange for the regular safety inspections of all equipment.
	19. To ensure the music office / store are kept secure, clean, tidy and free from all hazards
	20. To report all Health and Safety hazards to the appropriate head of department
	21. To ensure each teaching area is locked and secure when not in use
	22. To maintain a record of department’s risk assessments
	23. To manage and display peripatetic timetables for staff and students

**2. Managing Students**

1. Where necessary to give help and advice to any pupil who may require it during their lessons.
2. To assist with GCSE, BTEC and/or A level recordings
3. To be aware of and follow the school’s Code of Conduct when dealing with pupils.
4. To report serious accidents and serious matters of indiscipline to an appropriate member of staff.
5. To be willing to undertake first aid training and once qualified to administer first aid to staff and students as directed by the Leadership Team.
6. If fire alarm sounds assist in the orderly evacuation of the area you are working in and the building in general.

**3. All staff must be fully committed to:**

1. The highest possible expectations of all students;
2. Equity, diversity, inclusion and social justice;
3. Safeguarding and promoting the welfare of children;
4. Their own professional and personal development.
5. Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.
6. The content and outcomes of the role are neither straightforward nor well established.
7. Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**4. Support the School**

* 1. 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
	2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
	3. Contribute to the overall ethos/work/aims of the school
	4. Attend and participate in regular meetings.
1. **Other Responsibilities**

To undertake any other tasks that may reasonably be assigned by the Principal from time to time.

**Child Protection**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by ULT and the Academy’s safeguarding policy.

**Special Conditions of Service**

The postholder may be required to work outside of normal school hours on occasions, with due notice.

**Performance Development**

1. To take part in the Academy’s staff development programme by participating in arrangements for further training and professional development.
2. To continue personal development in the relevant areas;
3. To actively engage in the Performance Management Review process.

**Academy Policy**

1. To help implement Academy quality procedures and to adhere to those.
2. To communicate effectively with the parents of students as appropriate.
3. To follow agreed policies for communication in the Academy.
4. To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
5. To attend directed meetings and INSET as required.
6. To follow The Elms Academy and The Hurlingham Academy policies.

**Personnel**

1. To work as a member of a designated team and to contribute positively to effective working relations within the Academy.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the postholder.

We are an inclusive Academy and strive to inspire our community to be the best that it can be. It is our aim to be outstanding in all that we do.

**Note: This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation of the post holder’s professional responsibilities and duties.**

**PERSON SPECIFICATION – Cluster Music Technician**

**QUALIFICATIONS AND TRAINING**

1. Graduate Qualified. (E)
2. A strong working knowledge of Microsoft Office software, including Word, Excel, PowerPoint and Access and music software (E)
3. First Aid at Work. (D)
4. Trained in Arbor. (D)

**PROFESSIONAL EXPERIENCE KNOWLEDGE AND UNDERSTANDING**

1. Experience of working with children, preferably in a school environment. (D)
2. An understanding of issues related to under-achievement and the barriers to learning that some pupils face. (D)
3. An understanding of relevant legislation, policies and codes of practice, e.g. child protection, data protection and freedom of information. (D)
4. Knowledge of school’s behavioural and management policy and procedures. (D)
5. Experienced in assisting children on an individual basis, in small group and whole class work (D)
6. Able to explain tasks simply and clearly and foster independence (E)
7. Display work effectively, and make and maintain basic teaching resources (E)
8. Experience of working with ICT effectively and using systems to produce management information e.g. Arbor (D)

**PERSONAL QUALITIES**

1. Appropriate first degree or Music/Music Technology or other relevant Level 3/A Level qualification (D)
2. Excellent organisational and record keeping skills. (E)
3. Relevant qualifications - e.g. GCSEs/Level 2, or equivalent including Maths and English (E)
4. Good working technical knowledge of a range of sound and recording equipment
5. The ability to assimilate information quickly. (E)
6. Work with guidance, but under limited supervision
7. Effective time management skills and the ability to be responsive and efficient. (E)
8. The ability to work to agreed quality levels and service standards as well as targets and work schedules. (E)
9. Ability to communicate effectively with people at all levels both internal and at external level. (E)
10. Understanding of issues of confidentiality. (E)
11. Reliability and punctuality. (E)
12. A record of good health and attendance. (D)
13. Ability to remain calm and be able to work effectively under pressure. (E)
14. Ability to work co-operatively and flexibly as part of a team. (E)
15. Foster good relationships. (E)
16. Willingness to share information and expertise with other staff. (E)
17. Willingness to undertake further training and development outside of normal working hours. (E)
18. Willing to go extra miles for our students

(E) is Essential

(D) is Desirable