

JOB DESCRIPTION

Teacher of Music Technology

This job description and Seaford College's Employment Policies, terms and conditions for Teaching Staff set out the terms upon which you will be employed by The Johnson Trust Limited at Seaford College.

Seaford College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time following discussion between the Headmaster and member of staff, and will be reviewed annually as part of the performance management process.

Reporting to: Director of Performing Arts

Department: Music

Main Purpose of Job: Supporting the Director of Performing Arts and music staff in the day to day running of a vibrant music department. The successful candidate will possess excellent organisational and communication skills and confidence in the technical aspects of the job.

General tasks and responsibilities:

- Teaching A level and AS Music Technology
- Teaching other year groups as required including within the Year 9 learning programme
- Assisting with the supervision of Controlled Assessment for AS and A Level coursework
- Recording, editing and storing of all GCSE/AS/A2 performance and coursework
- Setting up and monitoring of internal and external Music Technology exams
- Sourcing and ordering of new/replacement audio/AV equipment for the department
- Assisting with sound production/sound design across the school for all concerts/assemblies/gigs

Specific tasks and responsibilities:

- Managing the recording studio and music technology teaching room
- Maintenance and upkeep of all the hardware and software in the recording studio and music technology teaching room

- Computer back up and imaging of computers in the music school
- Repair and maintenance of all studio equipment including drums, guitar amps, keyboards, headphones, cables, microphones, speakers
- Recording, editing and uploading of all concerts/competitions to YouTube and Seaford College’s website and Firefly (in agreement with the Marketing and Communications Manager)
- Maintaining all A/V equipment across the department
- Setting up of PA systems, amps and drum kits for concerts and competitions
- Monitoring, upkeep and maintenance of sound systems across the School (School Hall, Chapel, Prep School, Recital room)
- Training of student sound technicians for sound systems in School Hall, Chapel, Recital Room
- Organising and running of sound for important guests/societies/dinners
- Managing music recordings on school intranet
- Maintaining and developing the music technology pages on Firefly
- Writing pupil reports and attending parents’ evenings

GENERAL MATTERS

- To take a full part in the wider life of the school including being fully involved in extra-curricular activities.
- To assist in such duties and activities relating to the general administration and control of the school as the Headmaster and Governing Body shall, from time to time, reasonably required.

Person Specification

	Essential	Desirable
<p>Qualifications Music Technology graduate with BSc (Hons)/BA or equivalent, or equivalent relevant work experience</p>	X	
<p>Experience A first rate knowledge of all aspects of music technology production and processes Previous experience of recording and editing all genres of music (classical/jazz/popular) Excellent knowledge of industry standard Digital Audio Workstations (DAWs) such as Logic, Cubase and Pro-tools Previous experience in an educational environment</p>	X X X	X
<p>Skills/ Knowledge and Abilities</p>	X	

Ability to supervise the music technology area and offer practical support for members of staff and students	X	
	X	
Ability to work under pressure and prioritise work in a busy school environment	X	
	X	
A 'team' player with ability to work flexibly as part of a diverse team	X	
Ability to maintain workstations and recording equipment	X	
Good written and verbal communication skills	X	
Excellent organisational skills	X	
Excellent oral communication skills, especially in relation to staff, students and parents	X	
Positive, enthusiastic, energetic, flexible with a pro-active can do' attitude.		X
Ability to adapt to changing situations		
Ability to work evenings and weekends by arrangement		
Excellent IT skills		
Knowledge of current Health & Safety procedures		
First Aid trained/willingness to be trained		
Personal Qualities		
A sense of humour and a genuine understanding and liking of our students	X	
	X	
Approachable, open and honest	X	
Dedicated, conscientious and hard working		

Start Date: **September 2020**