



JOB DESCRIPTION

Post Title:	MUSIC & PERFORMING ARTS TECHNICIAN
Name:	
Purpose:	<ul style="list-style-type: none"> to promote actively the Catholic ethos of the school in accordance with the wishes of the Governors and under the direction of the Headteacher. to provide support to the Music department to provide support to staff and students in planning, recording and producing professional recordings to provide support to students across all key stages
Reporting to:	Head of Music and Performing Arts
Responsible for:	Music Department support
Liaising with:	Staff and students
Working Time:	Term Time Only
Salary/Grade:	Band 6
MAIN (CORE) DUTIES:	
General:	<ul style="list-style-type: none"> to prepare equipment for use by teacher and/or class as required ensuring that all equipment within the School is properly maintained and stored in a safe, clean and serviceable condition, effecting repairs where necessary. providing technical assistance to pupils and staff during practical lessons; ensuring that rooms and in-house venues are properly set up for classes, workshops and performances to suit any specific instructions, the acoustics, optimum microphone positioning including the use of booms, monitoring sound quality and playing music or sound effects into live recordings monitoring and helping to order consumables, software and hardware as required setting up P.A. equipment; recording live events onto digital equipment and studio workshops provide technical support in the recording studio in production and post-production recording use common and bespoke software to help with preparation required for public practical examinations. to care for and clean all furniture and equipment. to supply materials and equipment as required on a lesson-to-lesson basis to advise on requirements for re-ordering materials and equipment. to attend relevant courses/training to improve and update skills and knowledge of use of equipment and practices in the department.

	<ul style="list-style-type: none"> • to maintain accurate and up-to-date records of all materials and equipment and their location. • to liaise with other support staff as and when necessary to ensure adequate levels of support are available to teaching staff. • to check, as prescribed, on the safe condition of equipment. • to provide occasional “front of house” support e.g. for Tees Valley Music and Arts Gallery and on other occasions, eg Musical Show, Summer Concert, etc. • to provide the duplication of written resources as required. • To be flexible in working outside of the core hours • to ensure that any problems or faults with equipment or furniture are reported and repaired in a timely manner. • to fault find and troubleshoot when issues with software and technical equipment arise. • to ensure that all equipment is properly cleared away and returned to the correct location at the end of rehearsals and performances.
Marketing and Recruitment:	<ul style="list-style-type: none"> • to assist with promoting/marketing the department in local press • to assist in recruitment to the Sixth Form
Staffing:	<ul style="list-style-type: none"> • to take part in the school’s staff development programme by participating in further training and professional development. • to continue personal development in the relevant areas. • to engage actively in the support staff review process. • to work as a member of a designated team and to contribute positively to effective working relations within the school.
Quality Assurance:	<ul style="list-style-type: none"> • to help to implement school quality procedures and to adhere to those. • to contribute to the process of monitoring and evaluation of the designated areas in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
Management information:	<ul style="list-style-type: none"> • to maintain appropriate records.
Communications:	<ul style="list-style-type: none"> • to communicate effectively with the staff and students as appropriate. • where appropriate, to communicate and co-operate with persons or bodies outside the school. • to follow agreed policies for communications in the school. • to contribute to the development of effective links with external agencies.

Management of Resources:	<ul style="list-style-type: none"> • to contribute to the process of the ordering and allocation of equipment and materials. • to assist the Head of Music and Performing Arts to identify resource needs and to contribute to the efficient/effective use of resources. • to co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and the students.
Other Specific Duties:	<ul style="list-style-type: none"> • to play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • to promote actively the school's corporate policies. • to comply with the school's Health and Safety policy, to undertake risk assessments as appropriate. • whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
	<ul style="list-style-type: none"> • The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. <p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>

June 2019