



Music Assistant

Role Outline

Last reviewed: May 2023

Music Assistant

Role Summary

1. Singing and playing in Ensembles
2. Coaching small groups in Bands Club
3. Assisting in lessons with pupils who need stretch or support
4. Maintaining the department equipment
5. Supporting cover teachers in delivering music lessons
6. Providing technical/IT/AV support in school for whole school/external events/talks/Open Days and Evenings etc. (not necessarily) related to the Music Department)

Time Commitment

Term Time plus after school or evening events as directed. Five days per week, 8am – 5pm. The role holder will be expected to be flexible to support events outside of normal office hours.

The hours listed above are flexible depending on the requirements of the department and the school- the expectation is that the Music Assistant will be present at school during normal working hours.

The ability to work as part of a team, to be proactive in addressing issues, and to take responsibility for organising musical activities, is essential.

Reports to: The Director of Music

Key responsibilities:

- managing technical equipment in the Lodge, N05, N06, L01 and F37;
- maintaining a database of all technical equipment;
- organising the purchase of replacement equipment as necessary;
- assisting with the setting up of chairs and stands for rehearsals and acting with the music staff to ensure that the Department is well maintained and a safe environment;
- recording GCSE and A Level performances;
- being available to assist with students' ensemble recordings;
- assisting the Music Administrator with front-of-house and box office for major school events (music);
- setting up the sound equipment for any concerts involving bands;
- assisting with the organisation of school concerts, producing and copying programme and publicity materials and attending and assisting at major school productions;
- purchasing, preparing and photocopying music for concerts, services or recording sessions;
- designing publicity materials for concerts;
- assisting the Head of Instrumental Music in their duties

- Setting up Technical/IT/AV equipment for events, assisting speakers and presenters and remaining at the event to ensure that the equipment is working well. Ensuring that all equipment is put away and stored safely after each event.

Equal Opportunities and Safeguarding

The Knowledge Schools Trust is committed to equality of opportunity and to safeguarding children. Successful candidates will be subject to an enhanced Disclosure and Barring Services check and other employment checks.

Review

This role outline is not definitive and will be subject to regular review.

Role outlines are intended as reference documents which identify main responsibilities and activities.

This Role Outline may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time in consultation with you. It may include other tasks reasonably requested and agreed with your Line Manager.

Signed:

Date:

Signed:

Knowledge Schools Trust



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