

JOB DESCRIPTION

Job Title: Music Department - Curriculum Support (term time only)

Location: The Sixth Form College Farnborough

Grade: Support Staff 3

Line Manager: Curriculum Manager for Music Technology

Job Purpose

This post provides administrative and technical support to the music department (comprising A Level Music, A Level Music Technology and BTEC Music).

Reporting to the Curriculum Manager for Music Technology, you will work closely with both staff and students in the various day-to-day activities which take place.

The Music Department Curriculum Support post holder will contribute to the achievement of the College's single corporate objective – **improving students' achievements** – by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

Key Responsibilities

- Manage the timetabling of peripatetic staff both for instrumental and vocal lessons and accompaniment sessions;
- Assist in the organisation (and running of) concerts, booking venues, producing publicity materials and arranging ticket sales;
- Assist in the collation of student coursework ensuring that it is presented in accordance with Pearson / Eduqas guidelines;
- General departmental administration to ensure that performance spaces and equipment are well maintained;
- Oversee equipment loans, practice rooms and day-to-day maintenance of department resources;
- Assist in the design and production of departmental resources and promotional materials, including the study directory, classroom design and social media;
- Represent the department at College Open Days, Enrolment and Induction events;
- To comply with policies and procedures relating to fraud and irregularities, child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the general data protection regulations, reporting all concerns to the appropriate person;
- Provide technical support for the department's range of Macbook laptops; and
- Oversee the recording of recitals for A Level Music and assist where required in recordings, performances etc. for both the Music and Music Technology qualifications.

Knowledge, Skills and Experience

Category	Skills and Experience Required	Essential/ Desirable
Qualifications	<ul style="list-style-type: none"> • A qualification in Music (i.e. GCSE or A Level in Music / Instrumental grades etc.) • Marketing experience/qualification including use of software such as Adobe InDesign and Photoshop 	Desirable
Customer Support	<ul style="list-style-type: none"> • A professional customer-focused approach at all times. • Excellent organisation skills, with the ability to prioritise work and manage conflicting demands. • The ability to work well as part of a busy, diverse, customer facing team. • Demonstrable experience of reliability, flexibility and ability to meet deadlines. • Ability to use own initiative and respond to situations professionally. 	Essential
Administrative Support & IT Skills	<ul style="list-style-type: none"> • Familiarity with online booking systems. • Strong IT skills with the willingness to develop skills and undertake additional duties as required. • An understanding of both Windows and Apple platforms. 	Essential
	<ul style="list-style-type: none"> • Familiarity with Logic Pro & Sibelius software. • Familiarity with running social media accounts 	Desirable
Communication	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills with the confidence to engage with internal and external customers. • A proactive approach to problem solving. • A good standard of written and spoken English. 	Essential
Job Requirements	<ul style="list-style-type: none"> • Ability and willingness to work outside of normal College hours for events purposes. • Full and valid driving licence with access to a vehicle for work purposes. 	Essential