



Position: Music & Performing Arts Technician / Music TA

Salary/Hours: Single Status Grade 4 Point 9-10 currently £25,185-£25,583 per annum pro rate.
This role is 21 hours per week, Term Time (39 weeks) with extra support required at evenings and weekends for lettings/theatre support (to be agreed with Associate Assistant Headteacher, Performing Arts and the Commercial Manager)

39 weeks per year, 21 hours per week, actual salary (£12,453.76 pa)

Closing Date: 9am Thursday 13th November 2025
Early application are encouraged

Interview Date: TBC
The academy reserves the right to close the application process early for the right candidate



Dear Candidate,

Thank you for your interest in joining us at Bexhill Academy. We are a school that is proud to be part of our local community and we work hard to serve our local families. We are a happy and supportive team and we ensure that the well-being of all staff members is a priority.

Bexhill Academy is part of the Attwood Academies Trust. We are a larger than average secondary school with approximately 1500 students currently on roll. Bexhill is a beautiful seaside town and is best known for the De La Warr Pavilion and being the home to the first British motor race.

We have recently been judged as 'Good' in all areas by Ofsted (June 2025). The school has undergone significant improvement in the last few years and is now in an excellent position to take this improvement to the next level. We have a team of hardworking, dedicated, caring, passionate and talented staff that are committed to Bexhill Academy being the best school it can possibly be. As a staff body we are aligned into providing the very best education and school experience for each and every one of our students. We have high standards throughout and ensure that there is clarity and purpose in everything that we do.

We offer a number of excellent staff benefits for our employees including a comprehensive Employee Assistance Programme (EAP) and a healthcare scheme. We have a partnership with the Mulberry schools trust, which is a high performing Multi Academy Trust of schools that are based in London. This offers our staff excellent CPD opportunities and offers our students numerous exciting opportunities.

If you are an individual that will be committed to ensuring the best education and school experience for all students then we would love to hear from you.

We look forward to meeting you.



Dr Craig Neal
Headteacher

Job Advert

We are seeking a proactive and solutions-focused Music & Performing Arts Technician / Music TA to join our supportive team at Bexhill Academy, providing technical and organizational support for the music and performing arts departments, maintaining equipment, assisting with events and performances—including supporting commercial activities during evenings and weekends—and delivering targeted support to students (including those with SEND), while demonstrating strong teamwork, excellent communication, and a positive, professional attitude; the ideal candidate will have relevant qualifications, experience working with young people, a passion for the arts, and a commitment to upholding our high standards and inclusive ethos.

Our school is unique, exciting and innovative – our philosophy is inclusive and founded on respect. If you feel this fits with your own value set and you have a track record of leading change, raising standards and you strive for excellence, then this might be just the role for you.

Pre-Application enquiries are encouraged. Please contact recruitment@bexhillacademy.org for more information.

Please see our website www.bexhillacademy.org under 'about us' and then 'recruitment' for more details and to access the application form.

Please note that we do not accept CVs or approaches from agencies. Completed Bexhill Academy application forms should be sent to recruitment@bexhillacademy.org

Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).

Job Description

Teaching and Supporting at Bexhill Academy

Teachers and support staff at Bexhill Academy make the education of their pupils their first concern. They seek to achieve the highest possible standards in work and conduct, act with integrity and have strong subject knowledge. Through endeavour, they keep their

knowledge and skills as current as possible, remaining at the forefront of pedagogy and educational research.

Post: Music & Performing Arts Technician / Music TA

Accountable to: Associate Assistant Headteacher – Performing Arts

Principal Accountabilities:

- To be proactive and solutions focussed in providing technical support for the music department
- To provide technical support for the wider arts faculty as required in agreement with AAH
- To maintain and organise equipment in the music department in a timely manner
- To maintain and organise equipment in the theatre in a timely manner
- To provide organisational support with regards to peripatetic instrumental lessons as directed by the AAH
- To provide reliable technical assistance for Academy assemblies, events and performances
- To deliver targeted support to students in music lessons, including students with SEND to maximise their progress across the curriculum whilst being a positive role model

To support the commercial operation of The Attwood Theatre by:

- Providing technical support and supervision for external lettings, performances, and community events as directed by the Commercial Manager.
- Ensuring all equipment, lighting, and sound systems are set up and operated safely and professionally during lettings.
- Acting as a professional representative of Bexhill Academy, maintaining excellent communication and customer service with visiting organisations.
- Supporting the preparation, setup, and reset of the theatre between school and external use to ensure smooth transitions.
- Reporting any faults, damages, or incidents during lettings promptly to the Commercial Manager.

What is the purpose of the job?

The music and drama departments at the academy are large with a full timetable of KS3 lessons and KS4 GCSE lessons, full days of peripatetic instrumental lessons and extra-curricular activities/events. The department is well resourced with a variety of instruments and a PC suite and associated music software (including Soundtrap, Noteflight, Albeton Live, Cubase, Focus on Sound & Google Classroom). We put on many concerts and shows throughout the year, including large scale musical productions.

It is therefore essential that equipment and resources are maintained to ensure the consistency of the curriculum. It is also essential that students are supported in music lessons, including students with SEND through to high ability musicians to maximise progress in the music curriculum. As part of the wider Academy, AV support & technical assistance is essential to ensure the consistency and smooth running of presentations, assemblies and other events.

What do you have to achieve?

- Effective maintenance of music/theatre equipment
- Effective technical support as required by the music department/arts faculty
- Targeted support to students to ensure positive impact of students musical progress
- Effective AV/technical support of Academy assemblies, events and performances

What do you have to do?

Main Functions:

1. To provide technical support for the music department and music classes including:
 - IT support (software support), instrumental support, equipment maintenance, recording, setting up equipment/resources
 - Extra-curricular support, Peripatetic Lessons support (students to lessons, admin)
2. To provide technical support for the wider arts faculty as required
 - As above across the arts faculty as required
3. To maintain and organise equipment in the music department including:
 - Create inventories of equipment
 - Complete repair and maintenance schedule

- Assist with orders of equipment
4. To maintain and organise equipment in the theatre
 - As above
 5. To provide organisational support with regards to peripatetic instrumental lessons as directed by the HoD
 - Assist in collecting students for lessons as necessary
 - Organise peripatetic spaces and equipment as required
 - Assist with admin (timetables, student lists etc.)
 6. To provide technical assistance for Academy assemblies, events and performances:
 - Setting up and running AV for assemblies & other Academy Events as required
 - Sound technician/technical support for performances/concerts
 7. To deliver targeted support to students in music lessons, including students with SEND to maximise their progress across the curriculum
 - Create an ethos of high aspirations and expectations that fits with Academy values
 - Maximise the achievement and progress of students
 - Promote good student engagement and attendance
 - Promote the inclusion of all students within the classroom
 - Have good subject knowledge to support the music curriculum
 - Help to remove barriers to learning by ensuring all students are able to access the curriculum
 8. Support the departments social media presence by administering the departments social media account, creating appropriate posts (including content) and setting a posting schedule for the week.
 9. Support the booking of external music lessons with the administration of the booking platform for staff and students.

10. To carry out administrative tasks for the department as required.

11. To carry out the above duties in accordance with Keeping Children Safe in Education documentation.

Staffing:

Staff Development: Recruitment / Deployment of Staff:

- To take part in the academy's staff development programme
- To work as a member of a designated team and to contribute positively to the team ethos.

Quality Assurance:

To contribute to the quality assurance procedures and policies of the academy.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information as appropriate for teaching colleagues/parents and carers and external agencies.
- To be responsible for developing and maintaining personal development records

Communications:

- To communicate effectively with colleagues, the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside of the school
- To follow agreed policies for communications in the academy

Management of Resources:

- To contribute to the process of the ordering department supplies through the appropriate channel.

Other Specific Duties:

- To play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- To continue personal development as agreed
- To comply with the academy's health and safety policy and undertake risk assessment 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.

The academy 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.

The 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.

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

The successful applicant will be subject to an Enhanced DBS check.

Person Specification

Criteria	Essential	Desirable
Education	A minimum of grade C or above in Maths and English	Level 3 or above music qualification(s) Music instrumental graded qualification at grade 6 or above

Qualifications	GCSE Music/Music Technology/Drama or above	Degree in an aspect of performing arts First Aid Certificate Driving License
Experience	Have experience of working with young people in a school environment Experience in the operation and maintenance of instruments/music technologies	Recording systems Theatre systems Lighting systems DAWs
Knowledge	Overview of music national curriculum Overview of GCSE music & drama curriculum requirements Knowledge of music and theatre equipment – for example, lighting, PA, software	A level/Level 3 music curriculums Instrumental graded qualifications (LCM)
Skills & Abilities	Highly professional demeanour A positive and cheerful personality To be a positive role model To work effectively as part of a team Sound organisational skills Ability to identify work priorities and manage own workload within agreed parameters Effective communication skills Effective ICT skills The ability to work as part of a team The ability to use your initiative The ability to be proactive Be a person of integrity Able to maintain confidentiality	
Personal Qualities	To be pro-active and ambitious To be assertive Able to adapt A good sense of humour Empathetic and caring attitude Willingness to participate in further training and developmental opportunities	
Commitment and other requirements	Willingness to work non-standard hours on occasion (with acceptable notice given to employee) Willingness to support evening and weekend theatre lettings and events as part of the Academy's commercial programme.	

Our School

Creating the Best Opportunities for All

At Bexhill Academy, we strive to create equal opportunities for all our students, ensuring that they have access to the best resources and support to thrive academically and personally. Our inclusive approach celebrates diversity, fostering an environment where students from all backgrounds can learn from one another and develop essential life skills such as empathy, tolerance, and respect. We provide a variety of academic pathways and personalized support systems, tailoring our educational approach to meet the unique needs and aspirations of each student. By nurturing their individual strengths and talents, we equip our students with the skills and knowledge needed to succeed in an ever-changing world.

It's important for us to recognise that the little things matter. Smart uniform, manners, kindness, and punctuality are something we promote within our academy as we feel this embeds a deep sense of pride and self-respect within our students.

In conclusion, Bexhill Academy is dedicated to providing an exceptional educational experience that combines academic excellence, personal growth, and a supportive community. We foster a culture of aspiration, challenge our students to reach their full potential, and create equal opportunities for all. Join us at Bexhill Academy, where we believe in the power of education to transform lives and shape a brighter future.

Wellbeing

We understand that well-being is paramount to academic success. Our school offers a comprehensive well-being program for staff and students that focuses on building resilience, promoting a healthy lifestyle, and equipping us all with the tools to manage stress and navigate challenges. Through a range of extra-curricular activities, student leadership opportunities, and community service initiatives, we actively encourage personal growth, self-discovery, and the development of essential life skills. Our dedicated well-being team provides guidance and support, ensuring that staff and students have access to the resources they need to flourish both inside and outside of the academy.