

April 2025

Dear Applicant,

Thank you for your interest in the post of **Part time Music Technician.**

The following documents will assist you in your application:

- College and Department information
- Job Description and Person Specification
- Benefits at Godalming College
- Support Staff pay scale
- Application and Monitoring Form

The application pack is available to download from the vacancies section of the College website [https://www.godalming.ac.uk/Working\\_For\\_Us.html](https://www.godalming.ac.uk/Working_For_Us.html) and as a hard copy from the HR Department – [hr@godalming.ac.uk](mailto:hr@godalming.ac.uk)

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. If you would like further details the College's Safer Recruitment, Data Protection and Safeguarding and Child Protection policies are all available on our website.

**Completing and returning your application**

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths in addressing the key responsibilities identified in the job description as well as against the criteria detailed in the person specification.

Please return your application form by e-mail as an attachment to [hr@godalming.ac.uk](mailto:hr@godalming.ac.uk)

The final closing date for receipt of applications is **Monday 12<sup>th</sup> May 2025 at 9am.**

**Short-listing and interview arrangements**

Since we may not be able to respond to all applicants, if you have not been contacted by **Friday 16<sup>th</sup> May 2025**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact HR if you would like to enquire about the progress of your application. **We plan to hold interviews week commencing 19<sup>th</sup> May 2025 at the College and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young  
Principal

## Godalming College

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and we are delighted that the College was again rated Outstanding by Ofsted in November 2024.

The College currently employs around 250 teaching and support staff on both a full and part time basis.

In our 2024 Staff survey, 97.6% of staff said they were proud to be a member of staff at the College and 95.2% of staff would recommend working at Godalming College. The following quotes from members of our current team describe why they think our College is a great place to work:

*"The sense of community, common purpose, and kindness to each other. The willingness to help each other, support each other and look after each other. We are proud to be continually improving - which is a signature of Godalming College".*

*"Godalming College is a fantastic, welcoming and inclusive place to work. I deeply enjoy being at work, and I think senior leaders and managers do a very good job of being approachable and understanding".*

The success of Godalming College has at its heart community, with students from all walks of life enjoying a whole range of opportunities in a welcoming, inclusive and friendly environment. We have high expectations for our students, and they enjoy a vibrant and stimulating learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff.

We are very proud of our campus and facilities. We continue to invest in our facilities to ensure they remain of the highest quality for our students and staff. As well as its bespoke teaching blocks, the College has a Media suite, Science labs, Dance, Drama and Music studios, Netball and Tennis courts and an 11-acre site for Rugby and Football pitches, as well as onsite in-house catering provision. We are currently in the process of expanding our social space for students with an extension to the Student Hub due to be opened this April.

The College is within walking distance of Godalming town centre and the railway station, is easily accessible from the A3 and provides free car parking with EV charging stations for staff.

The College year runs for a period of twelve months from 1<sup>st</sup> September-31<sup>st</sup> August although the official start of the Autumn term varies. In 2025, the Autumn Term will begin on 26<sup>th</sup> August for all staff.

Full-time teaching staff have a time-tabled teaching commitment of 23.5 hours plus almost 9 hours directed time per week. Part-time staff will normally be appointed for a pre-determined number of time-tabled hours with an additional proportionate directed time element. In addition, a teacher will be expected to work such additional hours as may be needed to discharge their duties effectively including, in particular, the marking of student work, the writing of reports on students, preparation of lessons, teaching material etc.

Teaching salaries are paid according to the Sixth Form College Teachers' pay spine and the Godalming College Single Leadership spine, depending on previous teaching experience. The Academy Trust Board reviews salary scales against any nationally determined pay agreements on an annual basis, the changes being implemented from 1<sup>st</sup> September. Incremental progression is subject to satisfactory performance review. The current pay spine is included in this application pack as is an infographic of the additional benefits we offer.

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK check and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

## The Music Department

- The Music department currently offers three courses: Pearson Edexcel A level in Music, A level in Music Technology, and a BTEC extended certificate in Digital Music Production. Additionally, we offer the RSL Music Practitioners Qualification as an accredited enrichment course.
- The department is well-resourced and benefits from modern, purpose-built facilities with a large music classroom housing a Yamaha baby grand piano, two Mac Suites with a total of 40 iMacs running Logic Pro and Sibelius software, large rehearsal room with a Yamaha grand piano, recording studio, three production studios and three practice rooms with Yamaha upright pianos.
- The department offers a variety of enrichment activities including a Concert Orchestra, String Ensemble, Brass Band, Jazz Band and multiple smaller bands and ensembles.
- There are many performance opportunities in an academic year including 3 big concerts, several recital evenings, community performances and jam sessions.
- The staff in the Department work closely together with an emphasis on sharing good practice and resources, and regular team meetings, both formal and informal.
- The department runs weekly lunchtime workshops and members of the team including our technician contribute to these.
- The College Day is 8.45 until 4.15 and each teaching period is 45 minutes long.

## JOB DESCRIPTION

**Job Title:** Music Technician

**Line Manager:** Head of Music

### Summary of Job

To provide technical support to the Music department in accordance with Health and Safety Regulations and to maintain that support to a high standard to enable the provision of quality education.

### Duties & Responsibilities

#### Music Department duties

General assistance in the delivery and assessment of the Music Technology A level, Music Technology BTEC, Music A level and Music Practitioner's Qualification courses.

Tasks will generally include:

- Providing Music teachers with support in lesson planning and resource creation.
- Design and maintenance of the Music and Music Technology classrooms, studios and practise rooms, including audio hardware, wiring, software.
- Providing first line support of iMac network systems and then liaising with the IT support team as required.
- The maintenance and repair of all studio hardware, including microphones, amps, patch bays and leads.
- Providing assistance during lessons to both teachers and students (as required), in particular during studio recording and sound engineering lessons.
- Providing assistance to students in their coursework production, in particular when students are working independently outside of lessons.
- Assistance with the physical production and submission of coursework.
- Rigging, engineering and packing down the sound, lighting and recording of concerts, recitals and weekly rehearsals some of which happen in the evening.
- Publishing and monitoring student booking schedules for technical resources and rooms.
- Ensuring the security of technical equipment and ensuring that health and safety guidelines are adhered to.
- Maintaining a department inventory of technical equipment.
- Supporting the Head of department with the administration associated with performances.

#### Drama Department duties

- Editing of audio files.
- Capture of short audio recordings.
- Maintenance and design of sound systems.
- Assistance regarding the use of microphones (including radio mics) to be used during live performances.

#### Cross-college duties

- Setting up and engineering sound systems for general college events.
- To demonstrate an awareness and commitment to safeguarding, equality diversity and inclusion, health and safety and data protection, in line with college policies.
- To do other tasks as reasonably requested by the Principal from time to time.

## PERSON SPECIFICATION – MUSIC & DRAMA TECHNICIAN

	<b>Essential/ Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>		
A Level 4 qualification (or higher) in Music Technology and/or appropriate experience of audio recording and sequencing in a studio environment.	Essential	Application Form
<b>Experience</b>		
Comprehensive knowledge and experience of Logic Pro X and iMacs. (Experience of using Sibelius 7 on PCs would also be an advantage).	Essential	Application Form and interview
The ability to design and maintain various audio hardware/recording studio systems	Essential	Application Form and interview
The ability to set up equipment for and engineer the sound at Music Department performances	Essential	Application Form and interview
To be able to demonstrate, by example, good practice in the handling of Music Technology hardware and equipment	Essential	Application Form and interview
An interest in new developments in the field of music production and their application	Essential	Application Form and interview
Good organisational skills and time management coupled with the ability to identify and agree priorities with staff and meet deadlines set	Essential	Interview
Good interpersonal skills and be able to communicate effectively with all members of the Music staff, students and other college technicians	Essential	Application Form and interview
Enjoys working as part of a team but able to work independently	Essential	Interview
Proactive and self-motivated	Essential	Application Form and Interview

## Staff Benefits:

### Health & Wellbeing



#### College Gym

The College has a high specification gym based in our sports centre, staffed by a certified Personal Trainer, which is available for staff use.



#### Free Flu jabs

Staff are invited to have a free yearly flu jab by a visiting Pharmacist organised by our onsite Health and Wellbeing Co-ordinator who is also able to support staff with health and wellbeing advice and support.



#### Employee Assistance Programme

The College provides an Employee Assistance Programme (EAP) to all staff which is available 24 hours a day, 365 days year. This offers in the moment support and counselling for home-life and work related issues as well financial and legal support, specialist information and signposting services.



#### Canteen

The College employs its own team of in house caterers who provide delicious and inexpensive hot and cold food across a number of outlets, including a Starbucks and a Costa with a weekly menu of favourites and staff pre-ordering service available.



#### Training and Development

The College invests heavily in staff training and development and has a designated Staff Development and Wellbeing Lead who supports induction, identifies and addresses staff training needs and is responsible for social activities across the College.

### Financial



#### Pensions

Eligible employees will be automatically enrolled in the Teacher's Pension Scheme (Teachers only) or the Local Government Pension Scheme (Support Staff only) unless they choose to opt out. These are well funded schemes with generous Employer contributions. Full details can be found on the relevant websites.\*



#### Car parking

There is free on site parking for staff.



#### Cycle to Work scheme

The College is partnered with Cyclescheme.co.uk and staff have the opportunity to purchase a tax-free bike including electric bikes with a generous £3,000 upper limit.

\* [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) & [www.lgpsmember.org](http://www.lgpsmember.org)

# Term Dates 2025-26

Autumn Term	2025	Half Term	Bank/Public Holidays
<b>Start Date</b>	Tuesday 26 <sup>th</sup> August	Wednesday 22 <sup>nd</sup> October to Friday 31 <sup>st</sup> October	Monday 25 <sup>th</sup> August
<b>End Date</b>	Friday 19 <sup>th</sup> December		Thursday 25 <sup>th</sup> December Friday 26 <sup>th</sup> December

  

Spring Term	2026	Half Term	Bank/Public Holidays
<b>Start Date</b>	Monday 5 <sup>th</sup> January	Monday 16 <sup>th</sup> to Friday 20 <sup>th</sup> February	Thursday 1 <sup>st</sup> January
<b>End Date</b>	Friday 27 <sup>th</sup> March		Friday 3 <sup>rd</sup> April Monday 6 <sup>th</sup> April

  

Summer Term	2026	Half Term	Bank/Public Holidays
<b>Start Date</b>	Monday 13 <sup>th</sup> April	Monday 25 <sup>th</sup> May to Friday 29 <sup>th</sup> May	Monday 4 <sup>th</sup> May Monday 25 <sup>th</sup> May
<b>End Date</b>	Friday 10 <sup>th</sup> July		

## 2025/26 - Godalming College

<b>Autumn Term</b>	Tuesday 26 <sup>th</sup> August	-	Friday 19 <sup>th</sup> December	76 days
<b>Spring Term</b>	Monday 5 <sup>th</sup> January	-	Friday 27 <sup>th</sup> March	55 days
<b>Summer Term</b>	Monday 13 <sup>th</sup> April	-	Friday 10 <sup>th</sup> July	59 days
				<b>190 days</b>

## Godalming College Support Staff Payscale September 2024

*Additional Surrey Allowance on all points of £1289 per year*

Scale 1	18	23181
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Scale 2	19	23340
	20	23807

Scale 3	21	24190
	22	24589
	23	25011
	24	25810
	25	26690

Scale 4	25	26690
	26	27560
	27	28432
	28	29302

Scale 5	29	30146
	30	30990
	31	31984
	32	32970

Scale 6	33	34067
	34	35192
	35	36317
	36	37438

Senior Officer	37	38459
	38	39480
	39	40503
	40	41523
	41	42546

Management 1	42	43569
	43	44590
	44	45715
	45	46840
	46	47960

Management 2	47	49084
	48	50314
	49	51437
	50	52658
	51	53886

Management 3	52	55111
	53	56338
	54	57569

Management 4	55	58824
	56	60107
	57	61422
	58	62766
	59	64137
	60	65540

Management 5	61	66972
	62	68436
	63	69932
	64	71460
	65	73024

### Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

Full time working hours are 36.42 per week.

### To calculate pro-rata payments

Hours x weeks x annual salary divided by 1659

Example: point 20 = £23,807 + £1,289 = £25,096

36.42 hours per week x 39 weeks per year = 1420

1420 x £25,096 divided by 1659 = £21,480.60 pa = £1,790.05 gross per month paid for 12 months

### Hourly rate calculation

Full time annual salary / 365 x 7 /

36.42