

Music Technician

Reports to: Head of Create

Pay Scale: Band 1 Support

Role Summary:

To support the Department to develop Creative Arts provision across the Cambridge Cluster. Under the direction of the classroom teacher, tutor groups of students to improve their IT and technology skills and use of equipment. Monitor and maintain equipment and research / advise when buying new equipment. Share good practice across the Cluster.

Key Responsibilities:

Support for Children

- Contribute to the planning and preparation of learning activities.
- Provide specialist learning support to children requiring assistance.
- Demonstrate technical skills to individuals and small groups.
- Support students' independent learning out-of-hours work, e.g. rehearsals
- Make copies of students' coursework within agreed timescales.

Support for the Curriculum

- Provide targeted learning support to enhance learning and improve attainment.
- Support the delivery of create across the Cluster.
- Ensure stocks of disposable items, e.g. batteries, filters etc. are available at all times

Support for the teacher

- Provide support in evaluating pupil progress and development.
- Support performing arts staff as required, particularly during the run-up to practical assessments and performance events.
- Contribute to the planning and development of work programmes for individual pupils and groups
- Provide feedback on learning activities and contribute to school review and development planning.
- Work with Faculties to ensure equipment is available, set up and operating for specific classes and is secured once the lesson has finished
- Organise the learning environment and develop appropriate classroom resources as required.
- Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.
- Support with classes within the Create Department during short-term staff absence and ensure that work set can be found and delivered.

Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Attend and actively participate in necessary whole staff meetings.
- Contribute to the development of less experienced tutors and technicians.

- Develop and understanding of operating the sound and lighting desks

Support for the consortium

- Support the learning of students across the consortium, by assisting students and staff in partner institutions, under the direction of the line manager, especially Cluster students learning outside of their normal bases.
- Liaise with partner employers and visiting professionals on an ongoing basis, with a focus on developing school practices to match professional standards.
- Research, investigate and maintain resources for the effective running of the department.
- Act as a line of communication between staff team-teaching subject groups.
- Provide oversight for specialist equipment and facilities, its good use, maintenance and security.

General Accountabilities:

- Be responsible for your own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of United learning and UL Cambridge Cluster, and their commitment to equal opportunities and safeguarding.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Person Specification:

Category	Essential Criteria	Desirable Criteria
Qualifications & Training	• Good general education • Demonstrable technical skills in music technology	• Formal qualification in Music Technology, Sound Engineering, or related field • Training in live sound, recording, or instrument maintenance
Knowledge & Skills	• Strong working knowledge of DAWs (e.g., Logic, Cubase, GarageBand) • Ability to set up and operate PA systems, microphones, mixing desks, and live sound equipment	• Knowledge of GCSE Music requirements (recording coursework, managing evidence)

	• Ability to maintain and tune standard pop instruments (guitars, drums, keyboards) • Confident with digital file management and school IT systems • Ability to troubleshoot technical issues calmly and efficiently	• Familiarity with Apple Mac environments • Skills in video, lighting, or wider AV technologies
Experience	• Experience supporting rehearsals, performances, or music lessons • Experience with audio recording and editing • Experience maintaining instruments or AV equipment	• Experience working in a school or educational setting • Experience supporting student composition or creative projects
Personal Qualities	• Hard-working, energetic, and enthusiastic about music • Self-motivated with the ability to use initiative • Able to follow instructions and work collaboratively • Reliable, organised, and able to manage time effectively • Calm under pressure, especially during live events	• Creative approach to problem-solving • Interest in supporting extracurricular music activities
Teamwork & Communication	• Strong interpersonal skills • Ability to build positive relationships with staff and students • Clear and confident communicator	• Experience supporting wider arts or “Create” faculty teams
Commitment & Values	• Commitment to safeguarding and promoting the welfare of students • Alignment with United Learning’s ethos and Parkside’s culture of high expectations • Willingness to support after-school rehearsals, concerts, and events	• Interest in contributing to the wider school community
Practical Requirements	• Ability to move, lift, and set up musical and technical equipment • Willingness to work flexibly around school events	• Experience managing equipment inventories or booking systems