



THE PRIORY  
LEARNING TRUST

## **JOB DESCRIPTION**

**Title:** Music Audio Technician  
**Grade:** TPLTSS 6  
**Academy:** Worle Community School – An Academy

### **Main purpose of the role**

To provide support in the Music Department with Teaching and Music Technician responsibilities.

### **Safeguarding Responsibilities**

This role involves working with children on a daily basis and is therefore in regulated activity.

### **Main Duties and Responsibilities**

#### Teaching Responsibilities

Teach the RSL Level 2 Certificate in Technology GCSE, Full course Years 10 and 11.  
Preparation/planning, marking, IVing

Class workshops for Year 9, students on setting up and using the live PA system

Instruct students on use of music/sound equipment (all year groups)

One to one/small group instrumental tuition/coaching during lessons

Accompany students for live performance of music coursework.

Record, mix and master student compositions for music coursework

Provide the above during P6

Produce teaching resources for the Music Department website.

#### Music Technical Responsibilities:

Provide technical/IT support for students using music equipment/computers in the music department

Record, mix and master students music work for music lessons, Music Department projects, and student's personal music projects.

Liaise with subjects outside of music, for example, produce soundtracks for Drama GCSE, plays, and dance choreography etc., school podcasts, record primary source interviews for history etc.

Provide staff CPD in the area of music technology.

Research and implement creative solutions for the latest music innovations to be employed in the music department, for example providing suitable PA systems in each of the music practice rooms, radio mics for musical performances, latest software for academic music projects etc.

Arrange purchase of new equipment.

Link with other local schools to share Worle's music technology resources, for example, record a school CD in our recording studio, visit schools to record on location, provide music technology advice on purchases/solutions, help and CPD for staff.

Set up and operate live sound for school events, for example music concerts/gigs, school plays, assemblies, awards evenings, conferences etc.

Arrange and perform music for school music productions

Maintain and develop the recording studio keeping it up to date and at a high standard as a major asset of Worle Community School's arts specialty.

Repair studio equipment or and arrange the repair of specialist equipment.

Liaise with IT regards maintenance/repair/update of music computers etc.

Filming and photography for music courses.

Design and print posters/CD and DVD covers/concert programmes for the music department.

Filming of live concerts/gigs/events/music tours/"*How to guides*" for music website, and editing for use in the music department/produce DVDs

Design, develop and update the Music Department website to showcase work and talent, disclose relevant information, promote events and provide easy access to useful resources for teaching and learning.

Offer the studio for community use for the community benefit of the school.

#### Other Music Department Responsibilities

Take an in loco parentis role as member of staff on school visits to events and trips abroad.

Risk assessments for the studio and music department.

Administration tasks where necessary, such as compilation of coursework to be sent for examination, keeping a strict diary of appointments, arranging insurance policies, health and safety, security, locking, hiring of equipment etc.

Tidy and organise the music department including resources, music and instruments.

CPD, for example research and practise the latest developments/techniques in music production, attend training days, school inset - safeguarding/GDPR etc.

Participate in appropriate staff meetings and contribute to the development of policies and procedures related to the use of relevant equipment and aids.

#### School Media Responsibilities:

Photography and filming for music school events

Upload videos to the school Youtube Channel.

Liaise with the relevant staff to arrange and implement the above.

## **General**

This job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

## **Work Demands**

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard.

Ensure that strict confidentiality is maintained at all times.

## **Physical Demands**

Normal physical effort required.

## **Working Conditions**

Role is classroom based but may include visiting schools within the Trust for meetings.

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

## **General Expectations**

Develop and maintain working relationships with other professionals.

Contribute to the management of student behaviour and security.

Review and develop own professional practice.

## **Expectations of Jobholder**

Be aware of and comply with Trust policies as well as individual academy policies and procedures.

Be committed to safeguarding and promoting the welfare of children and young people.

Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

Undertake such other duties as are commensurate with the grade of the post.  
Support the Trust's sustainability ambitions to reduce our carbon footprint and to act as responsible global citizens by reducing energy consumption and waste production at our schools.

### **Supervision and Work planning**

The post holder is responsible to the Head of Music.

### **Supervisory responsibility**

Number of staff supervised: 0

### **Skills/Qualifications**

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

**Person Specification**

**Job Title: Music Audio Technician**

<b>Assessment criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	A-Level or Level Three equivalent in Music Technology.	Degree in Music Technology or similar.  Teaching Qualification.
<b>Work related experience and associated vocational training</b>	Experience with Music Technology Hardware  Experience with use of a Recording Studio  Experience with Live Sound Reinforcement	Teaching Experience  Poster/CD Cover Designing  Filming and Video editing
<b>Job related skills</b>	Strong IT skills  Proficient in DAW Software  Administration skills	Proficient Apply Mac skills  Instrumental and music skills  Musical instrument and equipment repairs  Photography  Knowledge of: Logic Pro Software Final Cut X Microsoft Office Adobe Photoshop Web Design
<b>Personal skills</b>	Hardworking  Independent  Professional  Presentation skills	
<b>Equality</b>	An understanding, acceptance and commitment to the fundamental principles of an equal opportunities.  To work in a way that promotes equality of opportunity and respect for diversity.	

<b>Safeguarding</b>	Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.  To work in a way that promote the safety and well-being of children and young people.	
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