

Glebe School

An ambitious, inspirational trust, providing outstanding learning and support

JOB DESCRIPTION

Music Technician

33.75 hours a week, 39 weeks a year (worked over 38 weeks)

General responsibilities and duties	Supporting Students • Supervise students, ensuring their safety and encouraging students to interact with others, to engage in activities led by the teacher, and to act independently. This may on occasion involve working in areas of the school other than the Music Department. • Support access to learning for our students encouraging confidence and enjoyment of the subject • Establish good relationships with students, acting as role model, reporting progress and achievements to teacher as agreed. • Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour • Maintain a tidy, safe, and well-organised department • Help create and maintain an organised and engaging classroom environment that supports pupil learning • Use agreed strategies, in liaison with teachers, to support pupils in achieving their learning objectives • Support teaching staff with classroom management, including addressing behavioural issues and reporting concerns as necessary • Establish positive working relationships with pupils, acting as a supportive and professional role model and reporting progress or concerns to teaching staff as appropriate. Supporting the Music Department • Monitor the condition and maintain an inventory of all departmental music equipment, ensuring resources are safe, in working order and compliant with health and safety standards, and informing the Head of Department of any missing or damaged items, issues or requirements • Prepare for lessons and practical activities, setting up equipment in advance of lessons based on teacher instructions and curriculum needs • Prepare resources for lessons • Support teaching staff by collating, storing and organising evidence of pupil learning, including photographs, video and voice recordings for assessment and planning, and supporting the display and organisation of pupils' work within the department. • Maintaining pupil's physical and electronic work (in progress) in a tidy and organised fashion
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	Supporting the School • Awareness of the school's educational and behavioural policies for developing students. • To support the school's literacy/numeracy and interventions programmes • Assist with the supervision of students out of lesson times, including breaks and lunchtimes. • Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher. • Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school. • Adhere to the Staff Code of Conduct and other policies relating to staff • Demonstrate a record of excellent attendance and punctuality • Be aware of and comply with policies and procedures relating to safeguarding, health & safety, security, confidentiality and data protection reporting all concerns to the appropriate person as agreed • Demonstrate suitability to work with children • Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop. • Appreciate and support the work of other professionals. • Participate in training and other learning activities and performance development as required. • Participate in the school's performance appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance. • Any other duties as reasonably requested by the Headteacher
Safeguarding	<i>Glebe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo a child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. This role is exempt from the Rehabilitation of Offenders Act.</i>