

**De La Salle College**  
**Job description**

**JOB TITLE:** Music TA/Technician

**REPORTS TO:** Head of Creative Arts

**GRADE:** 4 (15 hours)

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**1. JOB PURPOSE**

The successful candidate will act as a Teaching Assistant aiding the work of the Head of Creative Arts whilst supporting the students with their learning of music theory, composition and practical performance at GCSE Level (Year 9-11).

**2. PRINCIPAL ACCOUNTABILITIES**

2.1 To be responsible to the Head of Creative Arts for:

Assisting in Music lessons

- To assist teachers and students during Music lessons.
- To assist with recording of GCSE Music performances and submission of GCSE compositions.
- To take an active role in the delivery of Music Technology lessons.
- To be responsible for the preparation and maintenance of music technology hardware and software.
- To temporarily supervise classes if the teacher is called away.

Preparation of coursework lessons

- To provide appropriate materials and organise the music rooms for lessons and projects.
- To prepare display materials and equipment for the Music areas and especially during parents' evenings and performance events. To clear said display materials away.
- To carry out administrative tasks for the Music department, for example Photocopying resources; filing etc.
- Preparation of materials and equipment for lessons

Maintenance and Equipment

- Maintaining and repairing musical equipment
  - Inspect musical instruments regularly
  - Report and replace damaged instruments/equipment
- Monitor the safety and security of equipment.
- Keeping music room and cupboards clean and tidy.
- Preparing examination apparatus and equipment.
- Checking and storing new and used equipment.

## Whole School/Department overview

- To assist cover staff with the theory or practical lesson. To help ensure the cover work is completed during the lesson.
- Be able to help colleagues and students (*art, primary*) with minor material and technical requests including aiding school caretakers.
- Maintaining computer records.
- Maintaining student evidence files.
  
- Ensuring a safe working environment for staff and pupils by:
  - ❖ The inspection, maintenance and correct use of safety equipment.
  - ❖ Checking that departmental procedures comply with the current Safety Policy for schools.

The postholder must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.

### **3. DIMENSIONS**

#### Impact on the Organisation/Dept.

The postholder is a vital member of the Music Department, occupying a unique and flexible role. In addition to preparing equipment for the teaching staff the post holder fulfils an organisational role crucial to the smooth running of the department.

### **4. KNOWLEDGE AND SKILL**

The postholder must have a thorough knowledge of Music Theory and Music Technology e.g. Sibelius, Garageband, Logic Pro.

Essential attributes:

- Examination success in Music A- Level or its equivalent
- Previous experience in teaching or delivering musical activities
- Experience in performance as a soloist and in ensembles
- A good knowledge of a range of music genres.
- An understanding of working with young people with a range of attributes and abilities

The postholder should show initiative and be able to work as a member of a team.

The successful applicant should be able to work with MS systems, including word, excel and outlook.

Be prepared to attend H & S courses as and when appropriate.

Be prepared to follow Inset programmes in respect of new guidelines or equipment being used in the music rooms, child protection, or pedagogy.

May be required to attend / give opinion at department meetings on issues relating to TA / technician's responsibilities. And may raise matters, through the Head of Department, for inclusion on the agenda of such meetings.

The possession of a qualification in first aid is desirable, though not essential.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties with the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify the reconsideration of the grading of the post.