



Simon Langton Girls' Grammar School

# Music Technician (part-time)

September 2024



Candidate Information Pack



# Welcome

Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I invite you to apply to join the Langton Family.

Paul Pollard  
Headteacher









# Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Please also be aware that all candidates invited for interview will be subject to online recruitment checks, in line with 'Keeping Children Safe in Education' recommendations.

We are looking to appoint a part-time Music Technician to support our ever-growing Music Department, to start asap or by 4th November 2024.

The role would be to provide general technical and administrative assistance in the delivery of the music curriculum and co-curriculum, including concerts and other performances. The successful candidate will ideally have a background in Performing Arts and will need to be self-motivated and flexible in their work, as they will be required to attend some evening and weekend concerts. We would particularly welcome applications from individuals who have experience in supporting the technical aspects of live productions and who would be keen to support a “tech team” of students.

The successful candidate will be required to work 22 hours per week, term time (currently 38 weeks per year), plus 22 hours in the Summer holidays, plus an additional 44 hours to attend evening/weekend concerts. The annual salary will be paid at KR5 - £13,040 p.a. pro rata (FTE £24,040 p.a.).



# Job Information





# Job Specification

**Job Title:** Music Technician

**Job Purpose:** To support the work of the Music Department

**Responsible to:** Director of Music

**Salary:** KCC Kent Range 5

**Hours of Work:** 22 hours per week, 38 weeks per year, currently term time, plus 22 hours in the Summer holidays and 44 hours to attend evening/weekend concerts

**Specific Accountabilities:**

The role would be to provide general technical and administrative assistance in the delivery of the music curriculum and co-curriculum, including concerts and other performances. The successful candidate will ideally have a background in Performing Arts and will need to be self-motivated and flexible in their work, as they will be required to attend some evening and weekend concerts. We would particularly welcome applications from individuals who have experience in supporting the technical aspects of live productions and who would be keen to support a "tech team" of students.

***Lesson and teacher support:***

- Managing and maintaining the music facilities – computer suites, musical instruments, amplifiers, microphones, leads etc
- Assist in the set-up of music lessons by ensuring all music equipment required is available and in good working order, as required by teachers
- Guide students on the correct way to use certain instruments and equipment
- Able to work with music teachers in lessons to improve students learning and progress
- Support and advise on events in the school and wider curricular programme
- Ensure health and safety protocol is always followed

### ***Rehearsals and performances:***

- Set up music and technical equipment for concerts, rehearsals, events, ensembles and other collaborations
- Help with stage management and sound for live events
- Rehearsal administration such as photocopying music and keeping track of weekly rehearsal registers

### ***Instrumental and Vocal lesson admin:***

- General administration tasks including:
  - Room booking
  - Overseeing the lesson timetable software
  - Communicating with peripatetic teachers and parent/guardians
  - Keeping a log of instruments used

### ***Department Maintenance:***

- Manage and track all equipment across the Music department
- Ensure rooms are always kept tidy, equipment is always maintained and cared for
- Liaise with external agencies such as suppliers and manufacturers regarding the provision, installation and repair of music equipment
- Undertake administrative tasks associated with the post, including stock recording and ordering
- Regularly update displays around the department and keep display areas looking tidy







- Keep the music library organised and in good order
- Be actively fit to be able to move instruments and equipment around the school eg: to set up for a rehearsal or concert

**General accountabilities for all support staff:**

- To undertake other support duties such as may be agreed from time to time
- Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy
- To undertake first aid and administering medicines training, if required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and vision statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher



- Good general education, i.e. GCSE or equivalent in English and Maths
- Good organisational skills; ability to prioritise
- Good working technical knowledge of a range of sound and recording equipment and live sound setup
- Should be enthusiastic about the work and be able to convey this enthusiasm to others
- To be flexible in hours as some work will take place in the evenings/weekends
- To work effectively and constructively as part of the Music Department team
- Should be willing to learn and develop skills and expertise
- IT skills
- Ability to complete tasks without immediate supervision and to work under pressure when required
- Appreciation and understanding of Music as taught in schools
- Positive attitude towards working in a large community and support of the school ethos
- Sensitive to matters of confidentiality
- Punctuality, a sound work ethic and a good attendance record
- Ability to relate to adolescents and adults

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.

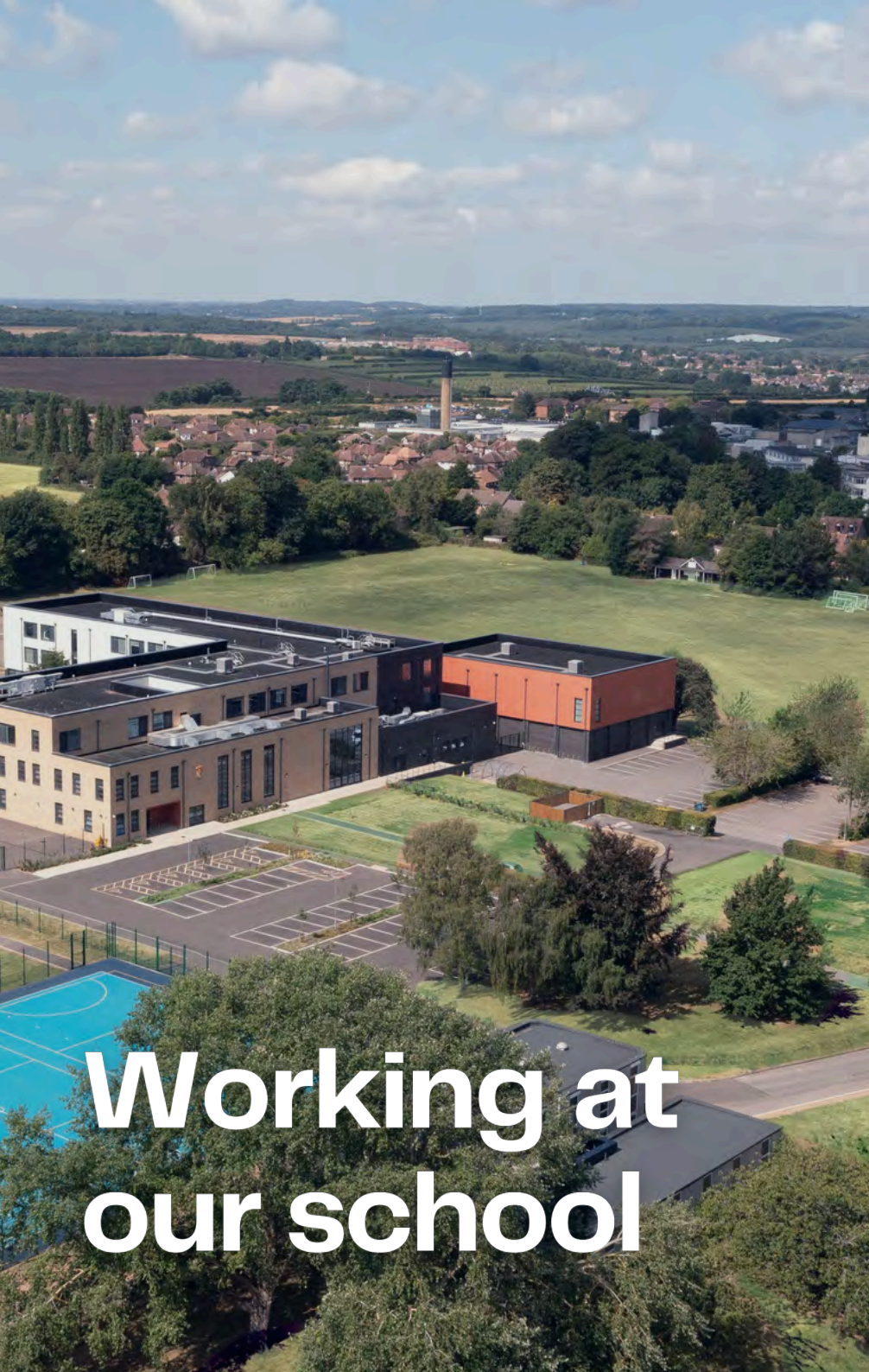
We reserve the right to appoint and interview suitable candidates before the published closing date.

- Applications for this post must be made via Kent-Teach
- Applications must be made by midday on Wednesday 25th September 2024
- Interview date to be advised
- For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) [ewall@langton.kent.sch.uk](mailto:ewall@langton.kent.sch.uk)



# Person Specification





# Working at our school

## Working at our school

Simon Langton Girls' Grammar School holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our ethos, to ensure that all children and adults are given every opportunity to fulfil their potential and succeed in life.

At Simon Langton Girls' Grammar School we have pledged our commitment to the DfE Wellbeing Charter, declaring our support for and to a set of commitments, to protect, promote and enhance the wellbeing and mental health of everyone.

### We can offer you:

- Local Government Pension Scheme for support staff – with a generous employer contribution
- Teachers Pension Scheme for teaching staff – with a generous employer contribution
- Commitment to the School Teachers Pay terms and conditions for teaching staff (STPCD) and the KCC Blue Book terms and conditions for support staff
- Access to the Educational Support Line – offering practical and emotional support
- Access to a Cycle to Work Scheme
- Kent Rewards Scheme – local and national retailer discounts
- Additional holiday entitlement for 5 years + service (for support staff)
- Access to annual flu vaccination programme
- Ample onsite parking
- Friendly, supportive colleagues
- A supportive induction programme
- Continuous professional development and training to support the development of your skills
- To be part of a team that is passionate about delivering expertise and best practice to empower all our students



## Equal Opportunities:

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work part-time positions.

## Our recruitment process:

Applications will only be accepted from candidates completing the appropriate application form via Kent-Teach.com., or where used, other platforms. Please ensure you complete all sections of the form which are applicable to you as clearly and fully as possible.

Once the post has closed an interview panel will conduct the shortlisting process. Candidates are selected for interview based entirely on the contents of their application form; it is therefore important that you read all documentation provided alongside the advert prior to completing the form.

Once the shorting process has been completed, candidates who have been selected for interview will be informed. Once they have accepted the invitation to interview, they will be provided with full details of the interview programme. Candidates not selected for interview will be informed via email.

All candidates invited to interview will be required to complete a self-disclosure form and will be subject to an online search check. Please note the online search check will not form part of the shortlisting process and all candidates will be provided the opportunity to address any issues of concern that are identified when at interview.

All candidates who are invited to interview must bring the following original documents on the day of interview:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or photo driving licence
- Documentary proof of current name and address





- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Offer of post will be made to the successful candidate as soon as possible, all unsuccessful candidate will be informed by email as soon as possible. All offers of employment will be conditional upon a number of formalities, including, but not restricted to:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks
- Verification of qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment