

# LITTLE HEATH SCHOOL



<b>JOB DESCRIPTION:</b>	Technical Support Assistant
<b>Job Title</b>	Technical Support Assistant – Music and Sound
<b>Grade/Salary Range/Hours:</b>	Grade D/WBC Spinal Points 5-9/37 hours per week (term time only) plus 1 inset day
<b>Report to:</b>	To be responsible to the TA Subject Team Leader or Head of Department or SENCO as identified on the TA Structure.
<b>Job Purpose:</b>	<p>The Technical Support Assistant will:</p> <ul style="list-style-type: none"><li>• improve standards of learning and achievement in Music lessons, for all students;</li><li>• help students to develop independent learning skills;</li><li>• promote the school's inclusion policy by supporting students in their learning and development, removing barriers to achievement;</li><li>• prepare and maintain equipment and teaching areas for specialist classes;</li><li>• carry out administrative and other tasks related to the smooth running of the department;</li><li>• support students in their learning and development, in small groups or with individual students as directed, including differentiation of resources as appropriate;</li><li>• provide technical support for teachers and students in order to ensure the smooth running of lessons, rehearsals, recording sessions and performance;</li><li>• this role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.</li></ul>

## Specific responsibilities of the post

**Working under the direction and supervision of a qualified teacher, TA Subject Team Leader or Head Teacher:**

### Teaching and Learning:

- To encourage students to improve their learning, promoting self confidence and enhanced self esteem.
- To promote and support the inclusion of all students in the learning activities in which they are involved.
- To promote high standards of student behaviour in line with the school's behaviour policy, in consultation with the classroom teacher.
- To deliver differentiated activities and small group work with identified groups, both within and outside the classroom, under the guidance of the subject teacher.
- To help students to record work in an appropriate way.
- To help students to develop more effective organisational skills.
- To support subject delivery in line with the appropriate teaching methods.
- To raise standards of achievement for all students, including use of support and intervention programmes.
- To provide technical support in Key Stage 3, 4 and 5 lessons when the recording studio or other items of digital and sound equipment are being used.
- To demonstrate the use of specific technical or musical equipment to whole classes or small groups of students, in liaison with the Head of Department or classroom teacher.
- To support students with their use of technical or practical equipment such as Cubase music software, mixing desks and so on.
- To support Key Stage 4 and 5 students in developing their musical and technical knowledge and skills in relation to their GCSE and A Level examination assessments.

### Assessment and Recording:

- To monitor students' responses to learning and provide feedback about progress to students and the teacher.
- To complete record keeping and filing in relation to student progress, in the subject area.

- To use assessment of pupil progress, in consultation with the class teacher, to identify individuals or groups of students who require additional support or intervention.
- To support teachers in evaluating and maintaining records of student progress.
- To prepare and collate recording in various formats for assessment purposes, ensuring work is regularly backed up.
- To create compilation recordings of exemplar, performances and sequences at the end of each term which can be used for moderation purposes and played in concerts/assemblies as a celebration of student work.
- To be responsible for setting up and recording performance examinations (e.g. Year 12/13 recital examinations) under the supervision of the HOD.
- To take a leading technical role in recording and editing student compositions and other recordings in line with examination syllabus policy and practice.

#### **Curriculum:**

- To contribute to discussions, with teachers, head of department and other members of the TA team, on the development of programmes of study, personalised work and resources, and support programmes for students;
- To differentiate teaching resources and materials to support the teaching and learning in the department, using assessment of pupil progress to inform appropriate levels for differentiation.

#### **Student personal development and well-being:**

- To promote equal opportunities for all students.
- To ensure that equal opportunities, bullying or harassment issues are dealt with appropriately in line with school policy.
- To ensure that the school follows the national policy on safeguarding thus ensures that students are healthy and safe at school.
- To have high expectations of all students, and to assist them in developing confidence and self-esteem so that they can make outstanding progress.
- To respect students' social, cultural, linguistic, religious and ethnic backgrounds.
- To build and maintain successful relationships with students.
- To demonstrate and promote the same positive values, attitudes and professional behaviour that are expected from students.

#### **Management of Staff:**

- To support the SENCO in the deployment of teaching resources, including staff, in subject areas and within the Inclusion department as a whole.
- To provide advice and training for all staff (and students) on the use of specific Music resources, including recording and editing hardware and software.

#### **Management of Resources:**

- To ensure computers, keyboards and other specialist pieces of equipment are in good working order to provide the smooth running of lessons, in consultation where appropriate with the school's managed ICT service.
- As advised by the Head of department, to support the ordering of Music resources and equipment, including technical and digital equipment, in liaison with the school's managed services provider.
- To maintain the department's stock of resources, including an annual stock take and completion of inventory.
- To ensure that the recording studio is kept tidy and in good working order for the use of Music and MusicTechnology students.
- To ensure that all practice rooms and the instrument store room are kept tidy and to support the peripatetic teachers should any problems occur with instruments/equipment.
- To log any faults with equipment and to fix these if they are minor problems, reporting any major problems to the Head of Department immediately.
- To check regularly that musical instruments and digital equipment are in good working order, ensuring relevant maintenance and repair work is carried out.

#### **Relationship with key stakeholders:**

- To work collaboratively with colleagues to meet the needs of all students (including students with special educational needs).

#### **Other specific duties:**

- To undertake any further duties as outlined by the Headteacher provided that they are reasonable and appropriate.

- To attend relevant meetings as required;
- To carry out all aspects of the role effectively and seek help, advice or guidance as necessary.
- To identify personal training needs and attend appropriate internal and external in-service training sessions per year.
- To be responsible for setting up and overseeing sound and lighting for concerts and musical productions.
- To help set up for examinations, assemblies, staff meetings and awards evenings which require sound and vision in the hall.
- To assist with the preparations for events such as Open evening, awards evenings, concerts, recital evenings and whole school productions.

**No direct budgetary responsibility**