



Hurtwood House

## Job Description – Teacher of Music Technology (p/t)

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### Main duties and responsibilities:

- Promote and safeguard the welfare of students for whom you are responsible and with whom you come into contact
- Under the direction of the Head of Department, plan and prepare courses and lessons that reflect the requirements of the scheme of work
- Teach, according to their educational needs, the groups assigned to you, including the setting and marking of work
- Implement fully the marking and assessment policies of the Music Technology department
- Set work which can be graded each week, if possible incorporating a weekly test
- Inspect all student files at least once a term and insist they are kept in good order
- Deliver the sequencing, composition, recording and technical theory elements of the A Level Music Technology course, ensuring students meet assessment objectives and required standards, either independently or through team teaching as appropriate
- Use Pro Tools and Logic Pro confidently to a professional standard, including third party plugins, in all teaching and coursework support
- Support the preparation, monitoring and assessment of coursework, including shared responsibility for the 9MT01 Recording and 9MT02 Composition components
- Work collaboratively with colleagues in the delivery, assessment and monitoring of coursework components
- Monitor and track student progress across the coursework modules, supporting planning, deadlines, refinement and completion of assessed work
- Provide weekly one to one tutorials to support individual progress, coursework planning and meeting deadlines
- Promote the general progress and well-being of students in your care
- Provide students with guidance on educational and social matters relating to their studies and future careers
- Maintain good order and discipline with your students both inside and outside the classroom
- Communicate and consult with parents and other persons or agencies outside the school as required
- Contribute written comments and provide reports on students at the required points in the school reporting cycle
- Participate in arrangements for preparing students for their external examinations including marking and recording coursework if appropriate
- Attend key meetings, including staff and department meetings, and participate in training and professional development
- Participate in any arrangements for further training and professional development
- Review methods of teaching and programmes of work
- Keep all teacher materials up-to-date
- Work closely with the Head of Department and assist with the preparation and introduction of new courses and schemes of work
- Promote Music Technology within the school and contribute material to the school website
- Take good care of your teaching space and all teaching materials provided by the school
- Provide cover for colleagues when required, and set work for your classes if you are away from school for any reason
- Set work for your classes if you are absent from school for any reason
- Participate in supervisory duties or sporting activities during the afternoons
- Drive students to school in the morning and to activities in the afternoons and back to the Houses in the evening provided you have the appropriate licence
- Safeguard the Health and Safety of students in your care
- Invigilate if asked to by the SMT
- Dress appropriately at all times – the male dress code includes a tie
- Carry out general duties and responsibilities as deemed reasonable by the SMT



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## Person Specification – Teacher of Music Technology (p/t)

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	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	A good degree from a recognised university either in the UK or overseas, or equivalent relevant industry experience.	A PGCE or equivalent teaching qualification.  A qualification in pastoral care.	Production of the Applicant's certificates
<b>Experience:</b>	Some experience of teaching AS and A Level Music Technology in a recognised school or college.  Familiarity with the Edexcel A and AS level Music Technology specifications.	A proven record of exam success.  Attendance at regular INSET training meetings in Music Technology.  Experience as an examiner or moderator for one of the examination boards.  Experience in a pastoral role.	Contents of the Application Form  Interview  Professional references
<b>Skills</b>	Working knowledge of the Edexcel A Level Music Technology specification.  Ability to use Pro Tools and Logic Pro confidently to a professional, industry-standard level.  Strong understanding of current Music Technology theory and practice and the UK examination system.  Effective communication with students and colleagues; strong written English and good ICT skills.  Strong organisation and initiative; able to monitor coursework progress and support students effectively.  A willingness to utilise and develop departmental teaching resources.	Ability to play an instrument and read musical notation to a high standard.  IT literacy.  A commitment to becoming involved in the extracurricular activities of the school.  A commitment to residential duties (an allowance is available for this).  A clean driving licence. A D1 minibus licence or a willingness to obtain one.	Contents of the Application Form  Interview, demonstration lesson  Professional references
<b>Knowledge</b>	A good working knowledge of the Edexcel AS/A Level Music Technology specification.  Familiarity with DAW software, ideally Pro Tools and Logic.  A sound knowledge of current Music Technology theory and practice.  A thorough understanding of the UK examination system.	Familiarity with Mac computers and Microsoft 365 system.  An awareness of the statutory requirements of Health and Safety within practical environments.	Contents of the Application Form  Interview  Professional references
<b>Personal competencies and qualities</b>	Strong commitment to working with young people, maintaining appropriate professional boundaries.  Positive approach to behaviour management; enthusiasm, stamina and professionalism.  Willingness to support visits and contribute to wider school life.  Enthusiasm, stamina and good health  A willingness to take part in and support departmental visits	A good sense of humour.  A calm demeanour.  A perceptive understanding of teenagers and their 'needs' and 'expectations'.  A flexible approach to teaching and a willingness to learn.  A passion for the subject and all it offers.  An even handed approach in all matters.	Contents of the Application Form  Interview  Professional references