

## JOB DESCRIPTION – 2021

**Job Title:** Resident Graduate – Music & Media Technology

**Reports to:** Director of Music  
Director of Boarding

**Department:** Music

**Hours per week:** Full time

### Key working relationships

Director of Music  
Director of Boarding  
Music Teachers  
Visiting Instrumental Staff  
Music Administrative Assistant  
Performance Venue Technician  
Pastoral Teams  
Heads of House  
Staff  
Students

### Job Summary

Resident Graduates are appointed to support and enhance the educational experience offered at Leighton Park in keeping with the aims and ethos of the school. The purpose of the role is to principally support the daily work of the Music department to deliver a comprehensive Music and Media curriculum across all year groups (years 7-13) including extra-curricular activities. The role includes boarding and pastoral and a contribution to the extra-curricular life of the school. On a daily basis, an agreed amount of time will be spent supporting the Head of House and members of the House Team to ensure the pastoral welfare of all boarders and day students.

The department uses a wide range of Apple computers and devices with software including Logic Pro X, Garageband, Pro Tools, Ableton Live, Sibelius, Final Cut Pro X, iMovie. Film and video equipment includes: a Tricaster multi-camera production system, Panasonic/Blackmagic/Marshall/GoPro cameras, tripods & jib, lighting/sound/green screen.

### Duties and responsibilities

#### Curriculum role

The Resident Graduate - Music and Media Technology will be expected to:

- Assist the Department with the organisation of equipment for concerts, events and hobbies
- Provide technology support for teachers and students in curriculum lessons
- Undertake administrative tasks to include organisation of music technology and film equipment including data handling.
- Organise/lead student technical teams involved in concerts, events and film-making

- Support the department's organisation of major school events – for example concerts, activities, School Productions and the Annual Open Morning, School Productions, hobbies and concerts

### **Pastoral and boarding duties**

The Resident Graduate Music and Media Technology will be attached to one of the senior Houses in the school and in this regard reports to the Housemaster/Housemistress who will direct and organise the duties of the Resident Graduate. The Resident Graduate Music and Media Technology will be expected to undertake the following duties:

- Assist with bed-put and wake up in the House
- Assist the Teacher on Duty in the House by being a presence in the duty office – on a basis agreed with the Housemaster
- Support the supervision of prep on an agreed number of evenings
- Assist with administrative tasks related to the smooth running of the House
- Shadow and support the work of one of the team of Tutors in the House, including contributing towards the delivery of the PSHE programme (Your Life)
- Be 'on-call' as an additional adult overnight in the House – at times agreed with the Housemaster
- Contribute to the enhancement of House cohesion and be part of the team of adults providing support and mentoring to students in the House
- Attend Meeting for Worship, Collect and Sunday Meetings on occasions as agreed with the Housemaster
- Carry out any other duties reasonably required of them by the Housemaster
- Assist with morning or afternoon registration if required
- On a rota basis, assist with the running of the hospital rota
- Support the House's contribution to whole school events – for example the Annual Open Morning and Parent Teas.
- Support/cover the House on Parent Tutor evenings and Consultation nights and teaching staff meetings.

### **General**

- To support the Music Department, which may include the preparation of resources, photocopying and giving support in lessons.
- Accompany and assist in the organisation of trips
- Contribute to the lunchtime/afternoon/evening and weekend Activities/Hobbies programme by contributing to or running an agreed number of activities each week (usually three or four sessions). These are usually agreed with the relevant Head of Department and the Assistant Head: Director of Co-Curricular and Outreach.
- Contribute to the programme of Saturday morning activities for boarders on a rota agreed with the Assistant Head: Director of Co-Curricular and Outreach (usually an average of twice every three weeks).
- Participate in the School's programme of off-site visits organised by academic departments in consultation with your line manager and the Deputy Head Academic and the Deputy Head.

**Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

**Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

All posts will be subject to 3 yearly DBS checks.

The post holder will be required to attend statutory and mandatory training.

**Child Protection and Safeguarding**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Child Protection and Safeguarding Policy and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

**Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

**Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

**Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.