

## Job Specification

NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

<b>Position/Job Title</b>	Junior School Music Technician
<b>Classification</b>	Support Staff
<b>Reporting to</b>	Vice Principal - Head of Junior School
<b>Duties and Responsibilities</b>	<p><u>Main Areas of Responsibility:</u></p> <ol style="list-style-type: none"> <li>1. Undertake to maintain, transport, care for, and stock-take music equipment within Junior School and Senior School as necessary</li> <li>2. Assisting Primary and Junior School Music faculty in class, as directed</li> <li>3. Setting up for and supporting co-curricular activities, as directed</li> <li>4. Supporting recordings and concerts, both calendered and impromptu</li> <li>5. Efficient management of Music spaces within Junior School and Senior School as necessary</li> </ol> <p><u>General Conduct and Duties:</u></p> <ol style="list-style-type: none"> <li>1. Arrives in time to prepare for duties as set down in this job description Maintains punctuality and follows guidelines on absence and leave</li> <li>2. Relates to other members of the Music team in a polite, efficient and business like manner</li> <li>3. Maintains a polite and professional relationship with the students</li> <li>4. Keeps and maintains a tidy and effective workspace</li> <li>5. Assists with photocopying, scanning and laminating of resources when required</li> <li>6. Ensure equipment is labelled and organised in an effective way</li> </ol>

	<ol style="list-style-type: none"> <li>7. Regulates the materials from stock area</li> <li>8. Informs the HOD when stocks are low</li> <li>9. Responds to the Art teachers requests for materials in preparation for each lesson</li> <li>10. Support in maintaining the Music Catalogue of the Junior School</li> <li>11. Assists in a teaching situation when appropriate or as directed by the class teacher</li> <li>12. Undertakes in-service training as required</li> <li>13. Contribute to the Music CCA programme either by supporting or leading an existing ensemble or creating an opportunity for students that is not currently offered</li> <li>14. Support and lead in preparations, organisation and set up for performances, including, but not exclusive of, Lunchtime performances, Celebration Assemblies and Concerts</li> <li>15. Record class and Ensemble performances using Music Technology</li> <li>16. Have a good command of English to understand and communicate within the department</li> <li>17. Be able to work independently, be proactive, computer literate for admin work and be able to use initiative</li> <li>18. The job can also be quite physical with the setting up of music stands and chairs when necessary, so the candidate must be physically able</li> <li>19. Oversee setting up of the orchestras, after any necessary training.</li> <li>20. All tasks and expectations are subject to change at the discretion of the principal</li> </ol> <p><u>Safeguarding:</u></p> <ul style="list-style-type: none"> <li>• Abide by the School safeguarding policy and keep abreast of any changes</li> </ul>
<b>Last JD Review</b>	September 2024 - Head of Junior School