



JOB DESCRIPTION FOR PERFORMING ARTS TECHNICIAN APPRENTICE

Job title:	Performing Arts Technician Apprentice
Publish Date:	July 2026
Hours:	37 hours per week, term time only plus 1 INSET Day
Contract:	Fixed term – until 31 July 2027
Reports to:	Head of Production Arts
Department:	Production Art

This job description is not necessarily a comprehensive definition of the post. The duties and responsibilities listed below describe the post as it is at present, the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

The job description will be updated regularly in line with school's development plan.

1. INTRODUCTION

- 1.1 You are accountable to the Governing Body through the line management structure shown in the Staff Handbook.
- 1.2 You are required to maintain and develop the Catholic character of the School in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Headteacher in implementing the Mission Statement and in maintaining the distinctive Catholic nature of the School.

2. THE ROLE OF AN PERFORMING ARTS TECHNICIAN AT THE SAINT JOHN HENRY NEWMAN SCHOOL

- 2.1 To carry out all tasks relating to the provision of sound, lighting and staging for school events, assemblies and productions as required
- 2.2 To ensure that appropriate sound, lighting and staging support is available to all staff
- 2.3 To complete training and learning as required for UAL Level 4 Professional Diploma in Technical and Production Practice for the Creative Industries

3. KEY AREAS OF RESPONSIBILITY

- 3.1 Areas stated below:
 - To support Production Arts and Performing Arts staff with the day to day use of the sound, lighting and staging as required
 - To ensure the smooth delivery of lights and sound during assemblies



- To provide external speakers with support in the use of the school's microphones and ensure suitable lighting and staging as needed
- To provide sound, lighting and staging services for school events such as Masses, Presentation Evening, music concerts and theatrical performances
- To encourage students to work with the sound, lighting systems and staging to develop their interest in this area
- To support in the assembly and construction of staging for school productions
- To ensure the Main School Hall is kept in good order and safe at all times
- To work within Health & Safety at Work regulations and COSHH
- To support Music & Drama Departments in the setting up of equipment
- To be First Aid trained and provide cover for afterschool events when required.

4. LINE MANAGEMENT

Formal line management meeting will take place termly and, on an ad-hoc basis at the request of either the Line Manager or postholder. Informal meetings are arranged as the need arises

5. SUPERVISION

The majority of this work is undertaken entirely without supervision. Matters of policy are discussed as the need arises with the Line Manager, by whom work is also monitored

You are expected to be pro-active, taking some responsibility for realising when tasks need to be done. You are expected to work within Health and Safety at Work regulation and COSHH. The post holder is required to be flexible to meet the needs of the school community and undertake other reasonable tasks as directed by your Line Manager

6. ACCOUNTABILITIES

4.1 You are responsible to the Headteacher & Leadership Team Member .

4.2 You are required to:

- ✦ Undertake all reasonable precautions to safeguard the health and safety of students and staff at all times.
- ✦ Ensure that all students are treated fairly, consistently and with respect, that opportunities for reinforcing positive self-images are sought, that gender and race discrimination are actively discouraged.
- ✦ Encourage an environment and ethos which underpins and enhances students; learning and rewards students; achievements.
- ✦ Take active responsibility for formulating fair and consistent standards of discipline and follow up concerns according to the school's procedures

7. EQUALITIES

5.1 Be aware of and support school policies that promote equality within and beyond the school community.



8. HEALTH AND SAFETY

6.1 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

9. DISCLOSURE & BARRING SERVICE

7.1 This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checks.

10. SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

9.1 You will ensure that child protection and the safeguarding of students are given the highest priority at all times.

9.2 The Saint John Henry Newman School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION:

Essential	Desirable
Qualifications	
▪ GCSEs English and Maths Grade C/Grade 4 and above ▪ High standard of written and oral communication ▪ Hold a basic First Aid qualification or be prepared to undergo training for a basic First Aid qualification ▪ Holds a Qualification in Level 3 in Production Arts (BTEC/UAL) or equivalent technical theatre qualification • Practical knowledge of the use of sound, lighting, set and stage management • Desire to continue developing understanding, knowledge and practice of production in the Creative Industries through completing UAL Level 4 qualification.	▪ Holds a health and safety qualification or willing to train for basic H and S during probationary period. ▪ Worked on a range of productions either professionally, voluntarily or within previous education ▪ Knowledge of current legislation e.g. The Green Book
Personal	
▪ Genuine passion and a belief in the potential of every pupil ▪ Self-motivated ▪ Ability to communicate effectively and relate well to others ▪ Good collaborator who can contribute positively to teams ▪ Effective time management and organisational skills ▪ Commitment to inclusion, equity and the safeguarding and welfare of all pupils ▪ Demonstrate excellent attendance, punctuality and professional appearance ▪ To support and uphold the Catholic ethos of the school	▪