

## **WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION**

<b>Job Title:</b>	Part time Performing Arts Technician
<b>Location:</b>	Sir James Smith's School, Camelford, Cornwall
<b>Grade/salary:</b>	Cornwall F Grade - £24,796 to £28,143 per annum pro rata
<b>Actual Salary:</b>	Cornwall F Grade - £11,136 to £12,640 per annum
<b>Hours:</b>	19.5 hours per week, term time only
<b>Reports to:</b>	Drama and Music subject Leaders
<b>Key relationships:</b>	<div>Internal: Tutors, Teachers, DSL, SENDCo, Senior Leadership Team and students.</div> <div>External: Parents/Carers, suppliers of goods and services and WeST advisers.</div>

### **Job Purpose**

The Performing Arts Technician supports the effective operation of the trust and works to uphold and promote its vision and values.

To organise the provision of practical support for the relevant curriculum area for staff and pupils at all key stages in the school. To assist the respective head/s of department in securing an environment in which pupils can safely pursue practical work.

Provide whole school support and assistance in the use of music and theatre technologies to enhance the quality of students' work, performances and assemblies. This may include working in environments other than the school and during 'unsociable' hours.

### **1. Duties and Responsibilities**

At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.

### **2. Performing Arts Technician - Main Duties and Responsibilities**

- To prepare materials, equipment and teaching aids for classroom use, including resetting between lessons at the direction of the head of department. To tidy up and maintain equipment, including breakages, so as to ensure a safe working environment at all times.
- To support teachers and students during practical work, to include setting up demonstrations, providing advice to pupils in the development of their tasks, including the safe operation and demonstration of equipment.
- To oversee the work of small groups of students engaged in practical tasks, as requested by the head of department and under the supervision of the classroom teacher.

- To assist with exhibitions, demonstrations and displays as requested.
- To prepare specialised tools / equipment / materials within the department (as qualified).
- To advise members of staff and pupils on particular hazards and requirements in the use of equipment / materials / in line with guidance. To remain aware of current safety guidelines and legislation.
- To issue and receive back materials and equipment. To check for missing and damaged equipment against inventories and inform the relevant teacher.
- To check and test equipment routinely to ensure its good safe working order and to undertake maintenance, repairs and servicing where needed and within the limits of the post holder's skills and training. To recommend any necessary repairs or arrange further maintenance for equipment on the approval of the head of department.
- To operate a system of stock control, ensuring sufficient replenishment of materials within the approved limits and recommending any additional equipment/material requirements to the head of department. To assist in ordering stock and checking deliveries of stock when received.
- To monitor and achieve the efficient organisation of the work and storage areas and to ensure the cleanliness, safety and security of these areas at all times.

### **3. Support specifically for Music and Drama**

- GCSE/BTEC/VCERT in Year 10 and 11 lessons – Technical option in Drama.
- Technical support in KS4 lessons for exams – both mocks and final exam.
- Attend all KS4 Music & Drama lessons each week.
- Report any damage to equipment.
- Be available for recording and assessments, particularly GCSE material.
- Preparation of materials and storage of recordings.
- Daily maintenance of Music and Drama rooms and equipment, including musical instruments.
- Presentation – photos and follow up on events.
- Maintain displays in the West End.
- Assist with productions.
- Attend department meetings.
- Keeping store rooms acceptable and resources labelled and stored.

### **4. General**

- To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
- To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
- Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
- To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.
- To undertake other duties appropriate to the grading of the post as required.

*This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.*

**WESTCOUNTRY SCHOOLS TRUST  
PERSON SPECIFICATION**

**PART TIME PERFORMING ARTS TECHNICIAN**

E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	<b>Essential or Desirable</b>	<b>Application Form</b>	<b>Interview (or other selection activity)</b>
<b>QUALIFICATIONS:</b>			
Level 2 qualification (NVQ, GNVQ or GCSE grade C or above) in English and Maths.	<b>E</b>	<b>X</b>	
Level 3 qualification (NVQ, AVCE or 'A' Level) in a subject related to the specialist area.	<b>D</b>	<b>X</b>	
Basic Health & Safety certificate.	<b>D</b>	<b>X</b>	
<b>EXPERIENCE:</b>			
Good standard of practical knowledge, skills and experience of working in a technical support role.	<b>E</b>	<b>X</b>	<b>X</b>
Experience of working within a school/college environment.	<b>D</b>	<b>X</b>	<b>X</b>
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>			
Understanding specialist terminology.	<b>E</b>	<b>X</b>	<b>X</b>
Good organisational skills	<b>E</b>	<b>X</b>	<b>X</b>
Basic ICT skills	<b>E</b>	<b>X</b>	<b>X</b>
Knowledge of Music and Drama technology and recording equipment.	<b>D</b>	<b>X</b>	<b>X</b>
Working knowledge of lighting and sound design for the Theatre.	<b>D</b>	<b>X</b>	<b>X</b>
Knowledge of radio microphone systems.	<b>D</b>	<b>X</b>	<b>X</b>
Knowledge of audio re-enforcement in live and studio environments.	<b>D</b>	<b>X</b>	<b>X</b>
Training is available for the above desirables.			
<b>VALUES-BASED BEHAVIOURS:</b>			
<b>Compassion:</b>			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes.	<b>E</b>		<b>X</b>

<b>Aspiration:</b>			
Works to high expectations, modelling the delivery of high-quality outcomes.	<b>E</b>		<b>X</b>
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence.	<b>E</b>		<b>X</b>
<b>Integrity:</b>			
Acting always in the interests of children and young people.	<b>E</b>		<b>X</b>
Acting with a consistent and uncompromising adherence to strong moral and ethical principles.	<b>E</b>		<b>X</b>
Communicating with transparency and respect, creating a working environment based on trust and honesty.	<b>E</b>		<b>X</b>
<b>Collaboration:</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others.	<b>D</b>		<b>X</b>
<b>FURTHER REQUIREMENTS:</b>			
Self-motivated.	<b>E</b>		<b>X</b>
Enjoys working with children/young people.	<b>E</b>		<b>X</b>
Ability to work on own initiative and as part of a team.	<b>E</b>		<b>X</b>
Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.	<b>E</b>		<b>X</b>