



Prepare | Aspire | Succeed

Please return one signed copy to Judith Woods, HR Manager, and retain the other copy for your records.

Signed

Name
(in capitals)

Date

POST: Performing Arts Technician

GRADE: Bucks Pay Range 1 pro-rata from £20,834 - £21,662 pa actual salary;
from £24,836 - £25,823 pa full-time equivalent

HOURS: 37 hours per week over 5 days (as agreed with Line Manager),
38 weeks per year (term-time only)

RESPONSIBLE TO: Curriculum Lead Performing Arts

JOB PURPOSE: To support the Performing Arts Team with classroom teaching, the development of technical Drama and Music ICT, extra-curricular and exam assessment practicals. They will support the maintenance of equipment in the department.

Key Responsibilities


1. Curriculum Design and Delivery

- Lead the Tech training programme for students to train to use the sound and lighting equipment in school
- Support with Curriculum teaching in lessons across Music, Drama and Dance
- Support with administration for peri lessons and trips




2. Student Mentoring and Support

- Help students who wish to submit technical options for GCSE Drama prepare their practical work and portfolios
- Support students in class with learning across the Performing Arts curriculum
- Support with Music ICT software training, backing/accompaniment tracks and recording and DJ equipment

The Cottesloe School

 Aylesbury Road, Wing, Leighton Buzzard,
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Headteacher Mr S Jones, MA

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3. Assessment

- Coordinate recording and labelling of practical assessment
- Support with exam administration and file/format conversion
- Support with tech for practical assessments and preparing digital upload materials

4. Extra-curricular Contribution

- Supervise the technical team for performance events including school productions, showcases and celebration events (please note that this will include some evenings and afterschool sessions)
- Assist with set up and close down of equipment
- Offer opportunities for students to train develop technical skills
- Support with school trips
- Drive the school minibus with due care and attention as required (must hold manual B1 driving licence and undertake Bucks Council minibus driving assessment)

5. Health and Safety and Maintenance

- Support with equipment maintenance, safety checks and noise assessments
- Support with Music equipment and prop storage
- Undertaking Tower Training

PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the type of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give specific examples to demonstrate how you match the requirements of the post.

1 = Application form 2 = Interview 3 = Test and/or Reference 4 = Proof of qualification

	Essential	Desirable
TRAINING/QUALIFICATIONS:		
Good standard of education including English and Maths	✓	
Qualifications related to technical Drama and Music ICT	✓	
Commitment to continuing professional development and further training	✓	
SKILLS AND COMPETENCIES:		
High standard of written and spoken English with good communication skills	✓	
Experience with lighting and sound systems, music ICT and recording and AV equipment.	✓	
Adaptable, flexible and friendly manner	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise work effectively	✓	
Ability to work to deadlines	✓	
Ability to work calmly under pressure	✓	
Attention to detail	✓	
Experience with sound and lighting systems and Music ICT	✓	
Willingness to develop skills in to support with programmes used in the PA dept	✓	
Familiarity with the AQA Drama and EDEXCEL Music specifications		✓
Play a musical instrument		✓
Manual B1 driving licence and willing to undertake Bucks Council minibus driving assessment upon appointment	✓	
EXPERIENCE:		
Working in technical drama and with Music ICT		✓
Working with secondary school age young people		✓
Connections with local venues or in industry		✓

The Governing Board of The Cottesloe School is committed to safeguarding and promoting the welfare of the students. This role involves contact with children and all employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children at all times whilst undertaking school activities and in their personal lives.

The school's policy is to renew DBS checks for all staff, volunteers and governors every five years. Staff have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.

The postholder will ensure that school policies are reflected in all aspects of their work, in particular those relating to safeguarding children, equal opportunities, health and safety, data protection, code of conduct and professional behaviour.

The postholder will be required to undergo criminal, teacher status, identity, qualification, medical and reference checks as part of the safer recruitment process and must be willing to participate in further training as the job requires. All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable a suitably qualified applicant with a disability (as defined under the Act) to meet the requirements of the post.

This job description and person specification sets out the duties of the post at the time it was drawn up. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.