



## WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

<b>Job Title:</b>	Music & Performing Arts Technician (Fixed Term until 31 August 2027)
<b>Location:</b>	Across the Trust (based at Plymstock School currently)
<b>Grade:</b>	Plymouth Grade C
<b>Hours:</b>	37 hours a week, 39 weeks per year  (Flexible working required to support performances and events as required and hours will be adjusted accordingly to account for this)
<b>Reports to:</b>	Head of Performing Arts
<b>Responsible for:</b>	n/a

### Job Purpose

The Music & Performing Arts Technician plays a pivotal role in enabling high-quality, inclusive music and arts provision by ensuring that lessons, rehearsals and performances are consistently well-resourced, safe and professionally delivered. Through expert management of equipment, technical support and performance environments, By supporting delivery of the curriculum including a rich programme of extracurricular activities, performances and student-led technical opportunities, the postholder actively promotes engagement, builds cultural capital and widens participation in the arts, enabling disadvantaged students in particular, to develop confidence, creativity and a sense of belonging within the wider life of the school.

### Duties and Responsibilities

#### Curriculum and Lesson Support

- Prepare and set up instruments and music equipment for practical lessons, extra-curricular activities and performances
- Support the set-up, use and maintenance of audio systems and playback
- Support teaching staff in practical lessons and assist students accessing resources and equipment
- Under the direction of teaching staff, ensure resources are prepared, safe and accessible for lessons

#### Performance and Event Coordination

- Provide technical support for concerts, productions and showcases
- Support community events and open evenings

- Set-up and operate PA systems, microphones, mixing desks, lighting, backline and staging equipment
- Support rehearsals with occasional flexible work outside of standard hours which will be agreed in advance
- Support the department in raising production quality

#### Equipment and Resource Management

- Maintain, organise and control AV equipment and music technology resources
- Maintain a clear inventory and storage system
- Support the head of department with stock control and budget tracking as directed

#### Whole-school AV Support

- Support AV set-up across the school for assemblies, external speakers and school events
- Work collaboratively with colleagues across the IT and Operations / Site teams

#### Health, Safety and Security

- Support the head of department to ensure the safe set-up and storage of equipment
- Support relevant leaders in carrying out and implementing risk assessments for performances and stage/equipment use
- Maintain safe working practises for students and staff

#### Student Enrichment

- Support and develop student technical teams where appropriate and directed to by teaching staff / heads of department
- Enable students to safely operate sound and lighting equipment
- Enable students to participate in productions beyond performance
- Contribute towards a high participation culture
- At all times ensure compliance with KCSIE and School safeguarding principles

#### Administrative Support

- Assist with room and equipment bookings
- Assist with exam set-up for GCSE/A Level performances and recordings
- Assist with performance planning and logistics

#### General 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
- Contribute to the wider life of the school, including key events
- Uphold Plymstock School's ethos and expectations
- Engage in continuous professional development relevant to AV, music technology and safety
- Work flexibly in line with school priorities
- Preparing and contributing to Trust wide development by sharing best practice and professional feedback

- Assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role
- To maintain designated databases / files in accordance with Trust policies for data and governance, as appropriate for the role
- To comply with and promote all Trust policies, including safeguarding, health and safety, and equality and diversity

## PERSON SPECIFICATION

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>			
Good numeracy and literacy skills	E	X	X
Knowledge of ICT systems (Word, Excel, Outlook, SIMS)	E	X	X
<b>Experience:</b>			
Experience of working in a school or similar establishment	D	X	X
Experience of working with children/young adults	D	X	X
A working knowledge of BandLab and Sibelius	D	X	X
Knowledge of risk assessment procedures for performances and events	D	X	X
Experience with programming lighting using a Zero88 control desk	D	X	X
Experience using sound equipment including microphone headsets	D	X	X
Experience running technical elements during a live event	D	X	X
<b>Knowledge, Skills and Abilities:</b>			
Calm under pressure	E		X
Effective oral/written communication skills, including effective communication skills with students	E	X	X
Able to relate to academic staff, students and other stakeholders	D	X	X
Accuracy and attention to detail	E	X	X
Ability to follow instructions and direction and willingness to learn new tasks.	E		X
Ability to organise own workload and meet deadlines	E	X	X
Good timekeeping	E		X
Knowledge of and ability to use technology relevant to job role	E	X	X
Initiative, flexibility and the ability to work independently	E	X	X
Knowledge of Health and Safety requirements in a technical environment	D	X	X
<b>Further Requirements:</b>			

Knowledge and understanding of Safeguarding and the welfare of children and young persons.	E	X	X
Willingness to undertake development and training relevant to the role, when required.	D		X
<b>VALUES-LED CULTURE (The WeST Way) - It is important to us that your values align with ours:</b>			
<b>Collaboration:</b>			
We are "Stronger Together," sharing expertise across the trust to lift every school	E		X
<b>Aspiration:</b>			
We refuse to accept that geography or disadvantage dictates destiny	E		X
<b>Integrity:</b>			
We act ethically, transparently, and with financial propriety	E		X
<b>Compassion:</b>			
We recognise need and act with positive intention to support wellbeing	E		X
<b>Respect:</b>			
We value diversity, listen to our communities, and treat every individual with dignity	E		X