

## Job Description: Creative & Performing Arts Technician

Responsible to:	Head of Creative and Performing Arts
Job Type:	Permanent
Grade:	6
Hours per week:	20
Working weeks:	39
Location	<sup>1</sup> Larkmead School

Under the direction/instruction of senior staff: provide general support to staff and pupils, including preparation, and routine maintenance of resources/equipment.

- Support pupils in accessing learning activities as directed by the teacher.
- Provide feedback to pupils in relation to progress and achievement
- Create and maintain a purposeful, orderly and productive working environment.
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- Maintain records as requested
- Ensure the health and safety and good behavior of pupils at all times.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support
- Monitor and manage stock and supplies, cataloguing as required
- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Undertake structured and agreed learning activities/teaching programmes
- Collating evidence for arts activities across the school and trust for Artsmark application and renewal

### General Duties

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.

<sup>1</sup> Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at <https://cambrianlearningtrust.org>

- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Support and attend Visits/ excursions when necessary.
- Support with delivery of specialist workshops
- Prepare and run the Art Gallery as well as support the whole faculty – based on themes and focused on the assessment calendar of the faculty
- Upkeep of displays around school, supporting other departments with branding and documents to parents , advertising events for the faculty.
- Assist with evidence of impact of Arts for Artsmark renewal

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

*Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.*

## Qualifications and Experience

Qualities	Essential/Desirable
<ul style="list-style-type: none"> <li>• Educated to at least GCSE level or equivalent</li> </ul>	E
<ul style="list-style-type: none"> <li>• Working as part of a team</li> <li>• Dealing diplomatically, tactfully and sensitively with colleagues and students</li> <li>• Some knowledge of main health &amp; safety regulations</li> </ul>	E
<ul style="list-style-type: none"> <li>• Experience of providing technician support to a department or group</li> <li>• Interest in Art</li> </ul>	D
<ul style="list-style-type: none"> <li>• Effective interpersonal skills</li> </ul>	E

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<ul style="list-style-type: none"> <li>• Sound organising methods and skills</li> <li>• Willingness to utilise the possibilities of ICT in the development of the post</li> <li>• Able to recognise need for maintenance or cleaning</li> <li>• Ability to work with the equipment and systems needed to undertake the role to a good standard or prepared to learn.</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of the range of working with Art materials and performance equipment.</li> <li>• An appreciation of safety measures required in school</li> <li>• Ability to prepare Art materials, including exhibiting work</li> </ul>	D
<ul style="list-style-type: none"> <li>• Able to work under pressure and to deadlines</li> <li>• Flexibility in approach to work and routines</li> <li>• Commitment, enthusiasm and energy</li> <li>• Willing to continually improve own and team performance</li> <li>• Willing to participate in training &amp; development commensurate with role</li> </ul>	E
<ul style="list-style-type: none"> <li>• A sense of humour</li> </ul>	D

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