



Job Description: Performance & Art Technician

Reports to: Head of Performing Arts
Salary: Grade 5- (£25,762-£29,419)
Contract: Permanent
Hours of Work: 08:00-17:00 (Term Time only + 2 weeks)
Start date: ASAP

The Role

To provide support to staff and students of the Performing Arts Faculty (Music, Drama and Art & Design). To support in the preparation and delivery of curriculum and extra-curricular events. To assist the Performing Arts Faculty with the practical elements of their courses.

Key responsibilities

Classroom/Practical support

- To provide technical and learning assistance and information in the classroom and across the school community in order to support students and staff.
- To assist with a variety of music and drama performances throughout the year.
- To install the end of year exhibition which includes the handling and display of 2D and 3D work in a variety of materials.
- To support students in the classroom environment to assist in the learning process where appropriate.
- To ensure high standards of Health and Safety are maintained at all times.

Preparation

- To prepare materials as requested by the Performing Arts teachers.
- To repair, maintain and store equipment in order to guarantee safe and effective upkeep.
- To set up practical equipment in advance of lessons when required.
- To ensure classrooms are kept tidy and safe.
- To support students one on one, providing technical assistance with the development of student's work.

Equipment Maintenance and Stock

- To assist with inventory of equipment and stock control in order to maintain a supply of equipment for teaching use. Order stock as directed by the Head of Performing Arts so that resources are adequate for lessons.
- To receive and check deliveries of supplies to ensure accuracy from suppliers.
- To liaise with equipment providers to ensure good quality provision and value for money.

Other

- Carry out other reasonable tasks as directed by Executive Principal, line manager and ALT
- To carry out first aid duties.
- To undertake fire marshal duties, if and when required.
- To operate the cashless catering tills, if and when required.
- To be willing to undertake appropriate training in line with contractual duties.
- To be flexible in regard to working hours.
- Attend and support out of hours' academy events e.g. summer fair, black history performance.
- This job description is subject to change with the agreement of the post holder.



Person Specification: Performance & Art Technician

Qualification Criteria

- Right to work in UK.
- Ideally qualified to degree level or proficient to A-Level standard in a performing art.

Experience

- Experience in sound and lighting.
- Understand the technical elements of theatre (scenery, lighting, costume and sound).
- Experience of working in a school or similar context (desirable).
- Health and Safety training or experience.
- Knowledge and experience of specialist equipment such as the band saw and laser cutter.
- Knowledge of CAD design: Illustration and Photoshop.
- Knowledge of ceramics and use of the kiln (desirable).

Personal characteristics

- Genuine passion and a belief in the potential of every pupil.
- Positive commitment to student achievement and staff development.
- Ability to relate to young people and adults in the learning environment.
- Helpful, positive, calm and caring nature.
- Enthusiastic, committed and uses initiative.
- Able to establish good working relationships.
- Able to follow instructions accurately but make good judgments and lead when required.
- Able to maintain a high level of attention to detail.

Specific knowledge and skills

- Good communication skills, including written and oral.
- Good organisation skills.
- Good ICT skills.
- Able to work and plan under pressure.
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning.
- Aware of safety issues as appropriate to the post.
- Health and Safety risk assessment in specific working environment.
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school.
- Understands the importance of confidentiality and discretion.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils.
- Willingness to undertake training.
- This post is subject to an enhanced Criminal Records Bureau disclosure.
- Undertake other various responsibilities as directed by the Principal and line manager.