

JOB DESCRIPTION

Job Title: Performing Arts & Drama Curriculum Support

Salary Grade: Support staff Grade 2

Line Manager: Curriculum Manager Performing Arts

1. Job Purpose

1.1 The primary function of this role is to support Performing Arts/Drama & Theatre students and staff with teaching and learning, through administration tasks, whilst ensuring that the environment is a safe and productive learning environment.

1.2 The role will contribute to the achievement of the College's single corporate objective – **improving students' achievements** – by undertaking the following specific responsibilities. What follows is not intended to be an exhaustive or definitive list; other duties may be required as necessary.

2. Key Responsibilities

2.1 IT skills

- To compile email, word-process/Google doc correspondence
- Design and produce department event/exam posters and programmes for performances
- Maintain a database of information relating to subject area, including Excel spreadsheets
- Maintain our room booking system

2.2 Written communication skills

- Research and compile resources/handouts for teachers
- Plan and organise department trips. Write trip letters and liaise with the College trip advisor and trip lead regarding travel and risk arrangements.

2.3 Verbal communication skills

- Answer telephone queries
- Meet and greet visitors to the College
- Assist in the organisation of department events and exam performances

2.4 Numeracy and financial skills

- Maintain financial records for curriculum expenditure
- Order and maintain department resource materials through online ordering system
- Liaise with other departments for the creation of resources
- Leave college site to purchase resources required – e.g. for enrichment productions

2.5 Organisational skills

- Organise administration for BTEC Performing Arts and G.C.E A Level Drama examination unit
- File information and paperwork in the relevant areas
- Maintain/organise portfolios for both courses
- Supply teachers with information required for planning lessons, where necessary
- Catalogue books, videos and other resources
- Maintain sundry records
- Maintain appointment diaries, scheduling of events/exams and department room bookings

2.6 Technical ability

- The ability to record performances for exam purposes and upload to Google Drive
- Photocopy materials required for the department
- Bind and laminate materials as and when requested
- Edit visual recordings for marketing and teaching purposes

2.7 Other duties

- Support the theatre technician at predetermined times in the preparation and support of student orientated and external performances. This may include working evenings
- Support the department during Opening Evenings and wider College events
- To take registers when necessary

2. Knowledge, Skills and Experience

Category	Skills and Experience Required	Essential/ Desirable
IT skills	<ul style="list-style-type: none"> · A working knowledge and experience of Excel · Experience in Word /Google Docs · A confident understanding and working knowledge of photo editor programmes/scanners · Willing to learn and share new techniques, equipment and software · Creative detail to produce programmes and posters for performances 	Essential
Communication Skills	<ul style="list-style-type: none"> · Good organisation and time management skills in order to manage departmental resources, student work, digital files and displays etc. · Confident interpersonal and communication skills, with the ability to communicate to both students, staff and external companies both in person and over the telephone 	Essential
Numeracy and Financial skills	<ul style="list-style-type: none"> · Experience of managing records with the ability to manage conflicting demands · A flexible approach to time management 	Essential
Organisation Skills	<ul style="list-style-type: none"> · A proactive approach to problem solving. · Ability to work as part of a small team, with the initiative to prioritise · Ability to work under pressure and use own initiative 	Essential
Technical skills	<ul style="list-style-type: none"> · Experience of some hands-on technical ability · Experience of using cameras and equipment · Willing to learn Adobe Encore package for the purpose of editing visual recordings 	Desirable
Other	<ul style="list-style-type: none"> · A clear understanding of staff's role in safeguarding students 	Essential

