



ALLEESTREE WOODLANDS SCHOOL

JOB DESCRIPTION

POST TITLE: Creative Arts Technician
POST GRADE: NJC Scale 4, points 7-11
LINE MANAGER: Director of Arts Faculty

Safeguarding

Alleestree Woodlands School is fully committed to safeguarding and promoting the welfare of its students. We implement safer recruitment processes in all appointments. All members of staff will be vetted according to established procedures. All members of staff will familiarise themselves with the school's child protection and safeguarding guidance and procedures.

Role summary:

Working as a member of the Creative Arts faculty you will provide technical and housekeeping support to the Art, Music and Drama subjects

Responsibilities:

Resources for lessons

- Support with props and costumes and resources for exam groups
- Creating resources linked to schemes
- Lesson prep for practical lessons
- General organisation of cupboards, materials and equipment etc

Productions

- Creating posters for auditions/production
- Liaising with staff to design set, props, costumes,
- Helping to create set, props and costume
- Creating events on ticket source
- Creating programmes for events

Trips

- Researching potential trips
- Organising the tickets, transport and students going on the trips – creating trip packs for the trip
- Attending Trips
- Sending out letters for the trip

Displays

Creating and maintaining displays in the Arts classrooms and display boards outside the rooms.

- Creating displays for open evenings
- Setting up the Art Exhibition

General

- Undertake those tasks that may be required of you by the Deputy School Business Manger

Enabling aspiration and achievement for all students through delivery of a knowledge-rich curriculum underpinned by our CORE values:

COURAGE

OPTIMISM

REGARD

ENDEAVOUR

- Promote the ethos and values of the school particularly the CORE values of courage, optimism, regard and endeavour as attributes we appreciate, demonstrate and develop
- Undertake professional duties that may be reasonably assigned by the Headteacher

Safe Working Practices for Adults working with Children - It is the responsibility of each employee to carry out their duties in line with Allestree Woodlands School's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

Freedom of Information Act and Data Protection Act - The post holder is required to comply with the above legislation and maintain awareness of the school's policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity - The post holder will be required to comply with and maintain awareness of Allestree Woodlands School's policies relating to Equality and Diversity.

Health and Safety - The post holder must at all times carry out their responsibilities with due regard to Allestree Woodlands School's policy, organisation and arrangements for Health and Safety at Work.

Flexibility - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Enabling aspiration and achievement for all students through delivery of a knowledge-rich curriculum underpinned by our CORE values:

COURAGE

OPTIMISM

REGARD

ENDEAVOUR