



Application Pack and Job Description  
Dawlish College  
Performing Arts Technician



## Dawlish College Performing Arts Technician

Ivy Education Trust is seeking an outstanding individual with drive, passion, enthusiasm and ambition to join our Music & Drama departments in the next stage of their development. You will support the teachers in delivering outstanding and interactive lessons across different topics within the department leading to high levels of student progress.

As a technician you will be responsible for technical support for productions in aspects including lighting, sound, rigging and stage management as well as, support to colleagues, students and the drama/performing arts/music departments, including stage, lighting, sound and set design, both in and out of lesson time.

You will also have a role in documenting and sharing the exciting and vibrant day-to-day life of the college through our social media platforms.

Somebody with a high level of personal initiative and someone who works well in a team is required.

The Ivy Education Trust works closely with all schools within the Trust and beyond. The Ivy Education Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

The Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

If you have any questions about the role, then please email [people@ivyeducationtrust.co.uk](mailto:people@ivyeducationtrust.co.uk)

Application forms and further information are available from our website, [www.ivyeducationtrust.co.uk](http://www.ivyeducationtrust.co.uk) or via email to [people@ivyeducationtrust.co.uk](mailto:people@ivyeducationtrust.co.uk).

Completed application forms should be sent to [people@ivyeducationtrust.co.uk](mailto:people@ivyeducationtrust.co.uk) before the closing date stated below.

Closing date for applications is Monday 17<sup>th</sup> April at 09:00. Interviews will take place once applications have been shortlisted.

# Job Description

Job Title:	Performing Arts Technician
Location:	Dawlish College
Responsible to:	RSL Performing Arts & Senior Leadership Team
Salary:	Scale 4, Point 8-12 (£22,777-£24,496) actual starting salary £13,413 pa pro rata. 26 hrs per week 38 weeks a year
Contract:	Permanent
Start Date:	Immediate start

## Main Duties & responsibilities:

To assist the Drama and Music departments with the following:

- Carrying out the duties of a theatre technician to ensure technical support for productions in aspects including lighting, sound, rigging and stage management
- Responsible for technical support to colleagues, students and the drama/performing arts/music departments, including stage, lighting, sound and set design, both in and out of lesson time
- Supervising and training students in the use of lighting and sound systems associated with their academic and Co-Curricular activities, in collaboration with teaching staff
- Supporting the setting up and running of a Co-Curricular Performing Arts Electives
- Designing, rigging and plotting lights for productions and events, when required
- Operation of the lighting consoles and sound systems, when required (which may necessitate occasional evening and weekend working with time taken in lieu)
- Supporting set design, building and painting for major school productions
- Supporting the successful completion of practical aspects of technical qualifications in Music and Performing Arts
- Prop making and supervising the organisation of props storage for curriculum drama; keeping a props log book
- Keeping all technical areas clean and tidy, including 'behind the scenes' and 'workshop' areas
- Ensuring current Health and Safety Regulations are observed and that work is carried out in accordance with agreed safe working practises
- Assisting with the running of shows and other school events as needed (such as sound/recording for events such as whole school mass)
- To set-up performance spaces for selected performances and events, and supporting use of AV, as and when required
- Provide technical assistance for major productions, practical examinations and other events in other areas of the school
- Supporting the maintenance of the wardrobe and assisting the organising of costumes for curriculum drama
- Completing minor repair work of the technical equipment
- Proactively capturing in photos/videos (with regard to GDPR, privacy and consent guidelines) the vibrancy of daily life at the college and sharing these appropriately on the college social media platforms

## General Expectations

- Set a good example to pupils they work with
- Consider carefully issues of confidentiality when dealing with school matters
- Have high expectations of pupils' behaviour, academic and social abilities
- Encourage all pupils to be part of a school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for other and truthfulness.

#### *Other duties*

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- To support the achievement of the school's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the school.
- To follow the school's ICT policy for safe use of ICT
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.
- To place the safeguarding of all children in the school as the highest priority
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
- To work in compliance with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities
- To comply with the school's Health & Safety policy and statutory requirements

**This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.**

**This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.**

# Person Specification

Role Requirements:	Essential	Desirable	How Assessed
<b>Qualifications:</b>			
Educated to GCSE grade C level (or equivalent) in both Maths and English	√		Application Form
A Music, Design, Drama or Art Qualification or relevant experience	√		Application Form
Experience and qualifications in technical production and stage management, especially lighting and sound electronics		√	Application Form
<b>Experience:</b>			
A professional understanding or working knowledge of lighting and sounds systems	√		Application Form; Interview
Working knowledge and competency in 3-phase electricity and DMX software	√		Application Form; Interview
The ability and skill to effectively operate QLab		√	Application Form; Interview
The ability to guide students to independently create high quality plans and cue sheets		√	Application Form; Interview
Experience in Set and Prop construction	√		Application Form; Interview
The ability to take and edit photos and videos of a standard suitable for publicity materials and publication on social media		√	Application Form; Interview
A professional understanding of social media platforms and how to post content in a timely and professional way		√	Application Form; Interview
<b>Personal and Professional Skills and Attributes:</b>			
Ability to recognise and understand the need for confidentiality	√		Application Form; Interview;
Excellent planning and organisational skills	√		Application Form; Interview;
Excellent communication skills	√		Application Form; Interview
Ability to work under pressure, prioritise and meet deadlines	√		Application Form; Interview
Excellent analytical skills	√		Application Form; Interview
Ability to relate well to young people	√		Application Form; Interview; References
Highly motivated and enthusiastic	√		Application Form; Interview
High expectations of self	√		Application Form; Interview
High professional standards	√		Application Form; Interview
Well-developed interpersonal skills	√		Application Form; Interview
Ability to work unsupervised & manage own time effectively	√		Application Form; Interview;
Attentive to detail	√		Application Form; Interview
Ability to use initiative to identify and solve problems and get results	√		Interview
Flexible and adaptable approach	√		Application Form; Interview
Willingness to participate in training/ development as/when identified by line manager	√		Interview
Evidence of continuing professional development		√	Application Form; Interview

Ability to work effectively as a member of a team	√		Application Form; Interview
Understanding of safeguarding issues and promoting the welfare of children and young people	√		Interview
Suitability to work with children	√		Interview; References

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.