

Job Description

Title of post	Performing Arts Technician
Salary	Grade C/D, SCP3-6 £25,614 - £26847 FTE (Actual Salary £19,288 - £20,216)
Hours of work	32.5 hours per week – Term Time only plus 5 days
Line manager and responsible for reviews	Assistant Headteacher

Purpose of the Post

- Work within the NSAT Conditions of Service
- Support and promote the ethos, policies and development plan of the Academy/Trust
- Take part in performance management procedures within the Academy/Trust
- Attend and contribute to appropriate professional development meetings and training activities
- Undertake whatever other duties might reasonably be requested by the Head of Academy or Line Manager subject to appropriate competence and training

Responsibilities

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision (accountability for overall learning outcomes rests with the qualified teacher).
- To work with the Teacher of Music and the Head of Dance and Drama to develop the Music Department, including raising the profile of Music and Drama across the school and within the community.
- To advance students' music skills in a range of settings including working with individual students and groups
- Assist with lessons and activities, organising and managing an appropriate learning environment and resources.
- Support the development of individual musicians by working with them on an individual or small group basis.
- Assist the Teacher of Music and Head of Drama to develop the Music and Drama Department, recruiting students to courses and tuition and raising the profile of the departments within school and the local community.

- Conduct the school's Concert Band and work alongside the Teacher of Music with regard to rehearsals and developing the skills and repertoire of the band.

Other Duties/Accountabilities

1. Assist with the development and administration of instrumental lessons delivery within the school and monitor its effectiveness.
2. Run enrichment activities such as School of Rock and assist with supervising the Music corridor at break and lunchtime.
3. First aid rota cover, as appropriate, following full formal training.
4. Undertake supervisory duties as instructed by Senior Leaders, such as student break and lunch times.
5. Organise and take part in departmental trips and visits, ensuring school protocols are followed.
6. Assist with school productions when required by the Head of Dance & Drama.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Advanced Threshold Level

Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

Method of Working

Northern Star Academies Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Trust's Code of Conduct and Culture Code reflecting the Trust's values at all times.



You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction period, ongoing performance reviews and through Trust communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Trust staff. It is a prime objective therefore that staff will at all times project to the public the image of the Trust as keen to assist wherever possible and positively promote the work that is carried out.

Special Conditions Of Service:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

Other Considerations

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.