



Highworth
Grammar School



Job Application Pack

Performing Arts Technician

January 2026

Maidstone Road, Ashford, Kent, TN24 8UD

Our School Motto



Our school motto is: *Ad Caelestia Sequere... Reach for the stars*
and so, Highworth aims to develop students who are:

**Reflective, creative
& innovative**

Eager for life-long learning

Aiming to achieve their
full potential

Considerate,
confident, independent individuals

Happy in a caring,
respectful community

Our motto of 'Reach for the Stars' embodies the daily working life of the whole school community; students are encouraged to see learning as a lifelong activity. A key feature of our motto is happiness which is achieved through excellent student behaviour in lessons; clear policies and guidance; strong leadership; and enthusiastic community spirit. It is important that both staff and students feel confident, happy and valued.



Welcome

Highworth Grammar School combines a tradition of academic excellence with extensive pastoral support. The school has been educating students from the Ashford community for over a century and we are now a thriving school with over 1500 students and 140 staff. Students at Highworth love learning and are highly motivated. We care about our students and they care about each other which creates a happy and supportive learning environment.

Students at Highworth are given rewards for creativity, problem solving, achievement resilience and team work. We value the development of a full range of skills to offer students the best preparation for future challenges. Working here allows staff to share this balanced approach to education; embrace new ideas; and sustain a sense of enjoyment in their own learning.

Whilst the school is academic we recognise and fully support the creative aspects of the curriculum and are proud of the many opportunities provided for achievement in music, D&T, and the arts. We believe this is crucial in our ethos in encouraging our students to be independent, creative and highly motivated lifelong learners.

Our A Level and GCSE results and performance measure page can be accessed using this link:

<https://www.find-school-performance-data.service.gov.uk/school/136379/highworth-grammar-school>

If you feel your outlook matches ours and you want to be part of a thriving school community, we would love to hear from you.

Duncan Beer
Headteacher

Features of the School



- Broad and balanced curriculum fully supporting a range of subjects
- Caring, supportive and committed staff
- Commitment to professional development
- High academic standards with a large proportion of outstanding lessons
- Vertical tutoring
- Regular Learning Community events
- Student representation on Governing Body
- Strong ethos of peer support and student leadership
- Large and vibrant Sixth Form
- Cloud storage and software provided by Google
- Laptop for every teacher
- 44 mobile laptop trolleys
- Purpose built sports hall
- 3 Performing Arts studios
- Music Technology suite and recording studio
- D&T suites with latest technology
- Research into use of new technologies/pedagogy
- Cover supervisors to minimise staff cover
- 10 day timetable with five one hour lessons per day. Current maximum teaching time for full time teachers is 45 out of 50 teaching periods



Students

The school has a wide catchment area, taking students from over 40 primary schools, many of which are situated in small villages within the Kent countryside.

Entry at age 11 is by the Kent Education Committee Selection Procedure, which aims to identify the top 25% of the ability range.

Students also transfer to our school at 16+ from other schools. There are minimum entry requirements to join the school at Sixth Form

Staff

We are fully committed to the professional development of all our staff.

All new teachers and ECTs follow a well informed and structured induction programme.

All staff are encouraged to pursue personal goals and the school fully embraces interest in pastoral and pedagogical innovation.

Every member of staff takes part in the annual performance development scheme which also embodies our motto of 'Reach for the Stars'.

Job Description



Job Title: Performing Arts Technician

Grade: Kent Scheme D

Employed for: 37 hours per week, all year round

Responsible To: Director of Dramatic Arts

Purpose of the job:

To work under the direction of the Director of Dramatic Arts and the Head of Music as part of a professional team to support performances and presentations; support learning by providing technical assistance through the preparation and day to day maintenance of teaching areas and equipment for pupils.

Accountabilities:

- Provide comprehensive technical support for live productions, examination performances, and concerts. This includes contributing to technical design and stage construction, as well as the hands-on operation of lighting, rigging, sound, projection, and recording systems.
- Support 'Get in' and 'Get out' for school and visiting performances including scenery rigging
- Deliver hands-on technical support for training, developing and overseeing student technical teams as required.
- Organise and maintain production and department resources and assist with the planning of maintenance of lighting, video and sound equipment. Maintain radio-microphone licences.
- Liaise with the Departmental Heads on the development of extra-curricular activities/clubs related to technical production and stage design.
- Checking equipment, using risk assessments and raising safety issues as they arise. Liaising with the Facilities Manager to ensure that all statutory requirements relating to equipment are in place.
- Deliver hands-on technical support for assemblies and open evenings.
- Work with other teams across the School according to the School's needs. For example the Facilities team.
- Assist with GCSE and A level coursework recordings including those completed using the recording studio
- Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse maintaining a safe and tidy working environment.
- Undertake day to day maintenance of equipment as needed and as directed to ensure it is clean, securely stored and in good working order.
- Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to the line manager
- Undertake basic record keeping as directed.

Other Responsibilities:

- To keep abreast of industry developments and safe and efficient working practices an audio/visual technology.
- To undertake additional reasonable duties as requested by the manager or another appropriately senior colleague.
- To be able to work flexibly to facilitate after school and weekend rehearsals and events. For example, the Bandstand events, concerts, summer Hijac festival, school performances, dance shows, Jazz nights, open evenings and external events.

Job Description cont.

Performance Development:

- All Associate staff must complete a satisfactory Performance Review in accordance with the Associate Staff Performance Review Policy to ensure pay progression.

Staff Development:

- To assess development and training needs and discuss with line manager.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher.

Highworth is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The post holder will be required to promote the health, safety and wellbeing of self and others, and also to safeguard student and staff welfare, and follow school policies and the staff code of conduct.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Person Specification



Qualifications

- GCSE grade 4-9 (or equivalent) in 5 subjects including Maths and English
- A Degree or NVQ or similar qualification in a relevant area (D)

Experience

- Previous experience of working within a similar audio/visual role in a school, theatre or similar setting
- Knowledge of theatre lighting and sound equipment, rigging and set construction (D)
- Experience with stage effects e.g. smoke, pyrotechnics (D)
- Experience of working closely within a team to facilitate learning opportunities, performances and events
- Experience of maintaining equipment (D)
- Up-to-date knowledge of maintaining a safe working environment for staff, students and visitors
- Knowledge of electrical safety and experience in Health and Safety requirements and legislation associated with the role

Person Specification cont.

Skills & Abilities

- Excellent IT skills to include Microsoft and/or Google applications and AV literacy and knowledge
- Good verbal and written skills
- Ability to troubleshoot problems and identify an appropriate solution
- Ability to plan, organise and prioritise effectively
- Proven ability to use initiative and be proactive
- Source information and keep abreast of new technologies and working practices.
- Ability to train students to operate technical equipment
- To become Esca 2000 ladder trained and to undertake First Aid Training
- Excellent interpersonal skills/communication skills to people of all ages and a positive 'can-do' attitude
- Excellent listening skills and the ability to understand specialist needs and requests.
- Good time management
- Positive attitude to personal development and training; a desire to continuously improve working practices

Knowledge

- Knowledge of procedures for preparation of resources/ materials, setting up, cleaning and basic maintenance of equipment
- Thorough understanding of Health and Safety procedures especially as they relate to work in the specific environment. First Aid certificate would be useful
- Knowledge of appropriate use of relevant equipment (including handling hazardous substances safely) and ability to communicate this knowledge to staff and students
- Use of basic technology (computer, video/DVD, photocopier etc.)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality

(D) denotes desirable



How to Apply



Applications are made online via our vacancy portal.

We do not accept CVs.

Deadline for applications: Wednesday 4th February 2026 at 8am

Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Highworth Grammar School reserves the right to withdraw the position if an early appointment is made.

Highworth Grammar School is committed to:

Safeguarding and promoting the welfare of young people

This post will require an enhanced disclosure from the Disclosure & Barring Service (DBS).

Creating a diverse workforce

We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Safer Recruitment:

In line with 'Keeping Children Safe in Education' recommendations, all candidates invited for interview will be required to complete a self-disclosure form and will be subject to an online search check.

