

Lutterworth College
Bitteswell Road
Lutterworth
Leicestershire
LE17 4EW



PERFORMING ARTS TECHNICIAN

(Permanent position to start as soon as possible)

30 hours per week, Monday to Friday term time only plus additional hours to be worked flexibly to support evening/after-school events and performances.

Grade 6 (Pt 9-10): £13,839 - £14,115 per annum (actual salary)

“Pupils are friendly and outgoing. They are curious and have excellent study habits”
(Lutterworth College Ofsted, November 2017)

The successful candidate will have experience in performance and production support including lighting and sound. Additional experience in set design and props, costume and make-up and/or film recording including the use of editing software, would be advantageous. You will have a good awareness and understanding of music, theatre and performance and be willing to work flexibly including evenings and weekends during term time.

We would like from you:

Excellent communication and interpersonal skills.
GCSE A*-C or equivalent in Maths and English
Previous experience in a similar role.
Proven ability to multi-task, manage consecutive and often competing deadlines, and address changing priorities in an effective and timely manner.
The ability to be organised, efficient and self-motivated with a pro-active approach.
To have high levels of tenacity, resilience and flexibility skills to bring out the best in the whole school community.

We can offer you:

A strong commitment to your training and development.
Fantastic students who are a pleasure to work with.
Excellent facilities & resources.
The opportunity to make a real difference to students' lives.

For further information and details of how to apply please refer to the **Recruitment Booklet** by visiting the vacancies page of our website www.lutterworthcollege.com and return completed application forms to:
Diane Orton E-Mail: d.orton@lutterworthcollege.com

Closing date: Wednesday 5th January 2022 (9am)

Interview Date: w/c 10th January 2022

Lutterworth College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon a variety of pre-employment checks including an enhanced DBS disclosure, satisfactory references, evidence of your right to work in the UK and a satisfactory Health Check

Job Description

Post Title:	Performing Arts Technician
Purpose of Post:	To provide technical support to enhance effective teaching and learning and achievement across the Performing Arts Faculty and ensure all resources are maintained and provided in good working order.
Reporting To:	Head of Performing Arts/Expressive Arts
Salary / Grade:	6 (Points 9 to 10)
Hours:	1190 hours per annum. 30 hours per week, Monday to Friday term time only plus additional hours to be worked flexibly to support evening/after-school events and performances, and to attend mandatory training days and other school events that may take place outside normal working hours. Working patterns are reviewed on an annual basis and may need to be varied to meet operational needs.

Main (Core) Duties

Key Responsibilities

- To maintain satisfactory systems of storage, delivery and retrieval of school equipment
- To ensure all equipment remains in good working order
- To offer support in the use of the college facilities
- To administer bookings and distribution of equipment
- To audit supplies of consumable resources, ensuring adequate stock and liaise with budget holders regarding ordering
- To assist in the maintenance of classroom and corridor displays
- To ensure inventories are maintained
- To assist and support in setting up and checking of equipment for all school events (performances, showcase etc)
- To support across the faculty in the event of absence and busy periods
- To support teaching and learning in the classroom
- To support with the setting up of equipment required for assemblies.
- Any other duties as directed by the Head of Faculty

Support Teaching & Learning across Drama, Dance and Music

- Oversee and provide technical support for Music, Drama and Dance lessons, exams, productions and events including handling/editing of exam evidence and materials.
- Help prepare, monitor and maintain a safe and secure learning environment.
- Prepare learning materials and equipment; monitor the condition of equipment and resources to ensure adequate stocks in good condition across Music, Drama and Dance and fully comply with PAT testing.
- Develop and source new equipment as specified in SEF reports.
- Maintain and improve storage facilities within Drama, Dance and Music.

- Assist with the sourcing and creation of props and scenery.
- Be responsible for the stock of the costume store including the cataloguing of items, booking out of costumes and the organising of cleaning and repairs, when necessary.
- Be aware of college and statutory frameworks that directly impact on their own work with students.
- Oversee and provide administrative support for the faculty including support with trip applications and act as liaison with outside organisations to acquire show materials.
- Liaise with Estates Department to ensure personnel are fully informed about all out of hours bookings and performing arts public events and trips.
- Initiate and facilitate programmes of activities in an appropriate way and to organise materials, equipment and resources to maximum effect.
- Manage the faculties social media presence, including advertising for courses and events.

Additional duties to include:

- As part of a team of support staff, provide assistance with the invigilation of examinations if required.
- As a member of staff working in an educational setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students.
- To ensure awareness of and compliance with personal responsibilities and requirements communicated to me in school policies and procedures including Health & Safety.
- As a member of staff in an organisation that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
- May be required to accompany and supervise students on educational visits.
- May be required to be an appointed person for first aid.
- As a member of staff in an educational setting you will have the opportunity to participate in programmes for mentoring students and to participate in extra curricular activities.
- To carry out such other duties which may be required from time to time within the grading of the post.
- To work across Lutterworth College where appropriate – this may mean working in more than one school.