



JOB DESCRIPTION

Title: Performing Arts Technician

Grade: TPLT 4

Last evaluated: October 2024

Main purpose of the role

To support student learning in a safe working environment by maintaining and making available the appropriate equipment and resources.

To assist staff & students with technical aspects of their work.

Main Duties and Responsibilities:

- Under direction of their Line Manager they will support the teachers of Drama and Music (Performing Arts) in the preparation, delivery and technical aspects of lessons and extra-curricular events.
- Make an active contribution to the development of the department.
- Prepare technical resources and support for lessons.
- Support delivery of lessons, including working with/supervising small groups of students as directed by the class teacher/Head of Department.
- Maintain teaching, rehearsal, workshop and performing spaces, ensuring that they are a tidy and safe environment for students, staff and visitors.
- Organise and maintain equipment including recording / live sound equipment, lighting/sound equipment, instruments, props and costumes.
- Provide technical support for the department and whole school events (including set up, sound and lighting etc.).
- Assist with filming, recording, editing/mixing, storing and labelling of student work and performances.
- Oversee and support with sound equipment in the Hall, Lecture Theatre and other areas of the school as required.
- Review and Develop own knowledge and skills
- Maintain effectiveness as a member of the school staff by taking responsibility for own continuing learning and development in respect of all aspects of their role.
- Attendance will be required at any training courses provided by the school.
- Ensure that all working practices comply with Health and Safety policies.
- Develop and maintain working relationships with other staff
- Work effectively and in collaboration with all other staff in the school, using their own knowledge and skills to contribute positively to the overall welfare of the school and its pupils.
- Take an active role in supporting and developing a culture of team working for the benefit of pupils', and the school generally.
- Participate in appropriate staff meetings and contribute to the development of policies and procedures.

Creativity & Innovation

Under the direction of their Line Manager, the post holder will be required to use their technical expertise to support the Music & Drama Departments with any changing demands
Some level of independent creativity is a feature of the job but is exercised under general guidance

Contacts & relationships

Staff and pupils within the school, external agencies as appropriate. These are unlikely to be contentious in any way.

Decision making and consequences

This role will be under the direction of their Line Manager but may need to make or help support decisions that involve their technical knowledge

Resources

There are no budgetary responsibilities attached to this post.
The post holder will help support the Music & Drama Department with raising orders via the financial system.

Line management/supervisory duties and responsibilities

The post holder will not have line management responsibility

Safeguarding responsibilities

This role works directly with students and is therefore classed as regulated activity. Details of our Child Protection & Safeguarding Policy can be found on Access and is available on request.

Be committed to safeguarding and promoting the welfare of children and young people.

Work Demands

The role has the potential for work tasks to be subject to interruption & a level of flexibility will be required.

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances.

Physical Demands

There may be some carrying & lifting required within this role.

Working Conditions

Role is site based

Expectations of Jobholder

Be aware of and comply with all Trust policies as well as individual school policies and procedures.

Contribute to the management of student behaviour and security.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Commit to professional self-development, through participation in training, to include any necessary health and training and annual safeguarding training.

Support the Trust's sustainability ambitions to reduce our carbon footprint and to act as responsible global citizens by reducing energy consumption and waste production at our schools.

Undertake such other duties as are commensurate with the grade of the post.

This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Person Specification

Job Title: Performing Arts Technician

Assessment criteria	Essential	Desirable
Qualifications	<p>Maths and English GCSE grade A* - C or Numeracy and Literacy Level 2 on the NQF or equivalent.</p> <p>Experience of setting up and maintaining sound and lighting equipment</p> <p>Ability to work with limited direct supervision</p>	<p>Knowledge of relevant health and safety regulations</p> <p>Additional qualifications /short course experience in related craft/tech disciplines (PAT testing, safeguarding, etc).</p> <p>A willingness to undergo further personal and professional development.</p>
Experience	<p>Ability to demonstrate experience of working in a technical support role (preferably in the education sector)</p>	<p>Experience in media</p> <p>Operation and programming of the theatre lighting and sound desk.</p> <p>Dance, Musical Theatre, Production, Musician experience</p>
Skills	<p>Work on own initiative</p> <p>Flexible</p> <p>Approachable</p>	<p>Familiarity with the use of IT for purposes related to admin requirements of the post.</p> <p>A passion for theatre and the creative arts</p> <p>Creative, independently minded, resourceful and able to use initiative and offer exciting, innovative production design ideas</p>
Knowledge	<p>Technical knowledge of equipment required within a music or drama department.</p>	<p>Demonstrate good understanding of issues related to effective operational maintenance of video recording and photography, music recording and theatre resources.</p>

<p>Personal competencies, qualities, attitude and behaviours</p>	<p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Emotional resilience in working with challenging behaviours.</p> <p>Positive attitude to use of authority and maintaining discipline.</p>	
<p>Equality</p>	<p>An understanding, acceptance and commitment to the fundamental principles of an equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and respect for diversity.</p>	
<p>Safeguarding</p>	<p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>To work in a way that promote the safety and well-being of children and young people.</p>	