



## The Park Community School

The Park is one of two 11-16 comprehensives in Barnstaple. Park was opened in 1972 following the re-organisation of selective education in the town; however, the origins of the school date back to 1910, with the site housing both the Boys and Girls grammar schools. Many elements of the original buildings remain and these help to link the school to its proud and strong history.

The school currently educates 1472 students, mainly from the town of Barnstaple and outlying villages. In recent years, the popularity of the school has meant that the geographical catchment has increased, with many students now travelling some distance to join us.

The school is a founder member of The Tarka Learning Partnership (TLP), an academy trust with a vision to empower young people in North Devon through learning. The Trust includes Park's main feeder primary schools - Eden Park Academy, Sticklepath Community Primary Academy, Landkey Community Primary Academy, Roundswell Community Primary Academy, Newport Community School Primary Academy, Fremington Primary School along with North Molton Primary School. TLP is also the employer of staff in both the Devon Primary SCITT, a partner dedicated to primary school teacher training.

TLP supports Park and ensures academic rigour, collaboration and the further development of teaching and learning. Park also has strategic alliances with the North Devon Academic Board, and is a member of Dartmoor Teaching School Alliance and the North Devon Teaching School Alliance. This reflects a key focus of our vision and governance to ensure continual school development.

As part of the Tarka Learning Partnership we are a Safe Employer and thorough checks will be carried out as part of our commitment to Safer Recruitment. We do not accept Curriculum Vitae. All successful applicants will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.

### Support Staff Vacancy Details

Job Title: **Performing Arts Technician**  
Contract Term: **Permanent post**  
Vacancy Closing Date: **31/01/2022**  
Interview Date: **w/c 31/01/2022**

### How to Apply

Please visit <http://www.theparkschool.org.uk/working-for-us> to download the relevant application form. If you would like to discuss any aspects of the vacancy in advance of applying please contact 01271 373131 or email [hr@theparkschool.org.uk](mailto:hr@theparkschool.org.uk). Please note we do not accept Curriculum Vitae.



## Job Description

**Job Title:** Performing Arts Technician

**Responsible to:** Head of Drama

**Work Pattern:** Contracted annualised hours of 1,000 per year to be worked with flexibility to meet the performance and assessment needs of the school. We anticipate needing this post holder in school for about six hours each week generally during term time (38 weeks) within the core working day of 8.45 am - 3.30 pm. However additional hours will be required during peak periods - assessment, rehearsal and performance weeks both during the day time and after school. See below for estimated directed hours.

Element	Dates	Times	Estimated Quantity of hours
Instrument maintenance	Ongoing weekly	During the school day	75
Stage Equipment	Ongoing weekly	During the school day	75
Show rehearsals and performances as directed. Usually 3 per year including both Music and Drama.	December - Christmas Show Community Work is variable throughout the year classed as one. Whole School Production Feb. Summer Show/Festival	Lunch times, after school	100 Drama and Music
Exam Support for both Music and Drama	Yr 11 Drama November (GCSE/RSL) December/January (RSL) March/April Yr 10 Drama March/April Year 10 and 11 Music January (RSL/GCSE) March (RSL/GCSE)	During the School Day During the School Day  During the day and after School. During the Day.	100 Drama and Music
In class support	Ongoing	3 hours a day x 190 days	570 Drama and Music
External Trips	2 Trips a year for Drama plus community Work	During the day and evening.	30 Drama
Training, meetings and miscellaneous	Inset days x 3 Plus other team meetings/training.	First 2 days of the school year, and one in summer term	50

**Grade: NJC B Salary Range (£18,198-£18,562 pay award pending) FTE 0.52 Pro rata salary £10,970 (including holiday pay)**

### **Principal Accountabilities:**

Provide whole school support and assistance in the use of theatre and media based technologies to enhance the quality of student work, performances/displays and assemblies.

Provide administrative support for the performing arts core departments - Drama, Music and Dance.

To assist the performing arts teaching and learning by providing resources and supporting students.

### **Main Duties:**

#### **Key Function 1: Administrative**

1. To be responsible for organising an inventory of equipment for all core departments, maintaining and

securing all equipment listed on the inventory.

2. To update the marketing team with department news and activities, assisting with social media updates, Park News Magazine and parent bulletin content.
3. To keep the School Office updated with extra curricular activities, to ensure students and parents are fully informed of extra curricular activities via MCAS.
4. Support and develop display work in core departments.
5. Inform team members about performances in a timely manner.
6. To assist in contributing to class activities including the organisation and running of events such as the Christmas production, whole school production and summer show.
7. To provide general admin support to the department including recording data, filing, photocopying, typing worksheets, writing certificates.
8. To ensure departmental displays and notice boards are regularly updated and kept in a tidy manner to include online communication methods as well.
9. To liaise with premises staff regarding set up requirements for events.
10. To develop your own effectiveness in a support role and attend training sessions, non-pupil INSET days/Twilight sessions and courses as required and actively participate within an agreed programme of Performance Management.

### **Key Function 2: Technical/Resources**

11. Setting up and striking of sets, including the rigging and focusing of lights and the checking of sound equipment, and assisting with construction of sets.
12. To provide technical support for whole school presentations i.e. open evenings and assembly work when requested.
13. To assist and support all core departments in all internal, after school and external events (including Open Evenings), managing any 'on loan' system and taking responsibility for all equipment including the preparation of lighting and sound for all performances (in and out of school hours) and careful return and storage of equipment.
14. Coordinate the movement, setting up and storage of raked seating.
15. General maintenance work within the relevant departments, including minor repairs to musical instruments, ICT, sound and video editing equipment. Planning ahead for repairs and servicing of all equipment. Weekly check to ensure all departmental Macs are functioning.
16. Helping with and being aware of ICT/Mac developments and opportunities.
17. To attend meetings as agreed with the Line Manager.
18. To maintain effective working relationships within the team.

### **Key Function 3: Supporting Teaching and Learning**

19. To provide any technical AV or instrumental assistance as required in lessons, equipment including recording and downloading onto the computer for use analysis.
20. Responsible for the recording and maintaining a catalogue (video/audio) of students coursework, school performances and subsequent editing and copying.
21. Assisting with the running of courses for students on the technical aspects of theatre and other performances.
22. To support and supervise lunchtime activities,
23. To be able to offer in-class support for any student who needs or would benefit from it, specifically those students with SEND needs.
24. To assist and support staff and students in the use of specialist core department equipment, including computer-based software.
25. Be aware of and monitor individual pupils' problems and progress and report these to the classroom teacher or designated line manager and SENDCo as and when requested or necessary.
26. To accompany staff on, and support with school trips as and when required including some evening trips and events.

Any other reasonable request made by the Headteacher and Line Manager.

### **Person Specification**

Shortlisting will be based on these below requirements being evidenced where possible in your application form. Candidates who are successfully shortlisted, will be invited to an interview to explore their suitability for the job.

In addition to the interview you may be required to perform a Task and, or undergo an Observation of skills in practice. If applicable, this is indicated in the Assessment Method column below as follows:

T = A Task/Test of shortlisted candidates for the specified requirements

O = An Observation

<u>Category</u>	<u>Requirement</u>	<u>Essential/ Desirable/</u>	<u>Attribute Assessment*</u>
<u>Qualifications, Education and Training</u>	Good numeracy/literacy skills Willingness to participate in training/development as/when identified by line manager as essential for performance of the post Willingness to participate in other development and training opportunities	E E  E	
<u>Professional Knowledge and skill</u>	Technical Knowledge of AV setup and deployment Ability to relate well to children and adults Ability to work constructively as part of a team, to understand classroom roles and responsibilities and to understand own position within these To understand the physical development and abilities of students KS3 and KS4. Experience of working in a performing arts environment.	E E  E D  E	
<u>Experience</u>	Working with or caring for children of relevant age	D	
<u>Professional Skills/Attributes</u>	Strong interpersonal and communication Skills. Ability to empathise and communicate and collaborate confidently and effectively at all levels from students; suppliers, staff, governors and senior leadership. Excellent IT skills, high level in excel; understanding of technical infrastructures. Physical Skills. Manual dexterity in operating equipment and minor repair work; occasional short periods of physical effort such as bending and stretching and using tools and equipment. Good personal organisation and time management. Able to deliver staff training and present effectively.	E E  E  E  E E	
<u>Attitudes</u>	Flexibility in working hours Enjoys working as part of a team Able to work under own initiative and independently. Able to reflect and learn from experience. Resilient and able to function well under pressure. Propensity for attention to detail	E E E E E E	