



Job Description Arts Technician (Art, Dance, Drama, Music and Display)

Scale: Band 5 (SCP 13-17)
37 hours per week, all year round

The following information is provided to assist members of staff to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description. It will be reviewed at least once a year as part of the school's Appraisal process and it may be subject to modification at any time after consultation with the post holder. The post holder may be required to take on responsibilities throughout the school as required, at the discretion of the Headteacher - taking notice of training undertaken or by providing it, and appropriate safety factors
- Officers should not refuse to undertake work, which is not specified in this job description, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed
- As an Equal Opportunities Employer we require our employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services. The post holder is subject to all relevant statutory and institutional requirements and shall uphold the school's policy in respect of child protection and safeguarding matters
- The school is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed

Prime Objectives of the Post

- To provide general support and technical advice to members of staff and pupils within the Arts Faculty which covers the areas of Art, Dance, Drama and Music
- To provide all the required technical support to enable Arts subject areas to function effectively through mainstream curriculum provision and extra-curricular programmes e.g. performing arts productions that require lighting and sound, stage scenery and props; Music and Dance Showcases that require staging and so on
- To provide technical support, ensuring that equipment is maintained and functioning properly and is ready to use, and that the right materials are available for particular lessons
- To assist the departmental staff in the provision of learning opportunities for pupils in all key stages
- To fully support the whole school marketing and PR strategy through effective and creative display/exhibition of the school's work and achievements
- To create interesting and innovative displays to contribute to an environment in which staff and pupils feel valued
- To work on a wide variety of tasks including creating and maintaining displays across the school site; this will include maintenance and control of materials.

NB: This is primarily a very practical role which can, at times, be physically demanding.



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Supervisory/Managerial Responsibilities

- No direct supervision over other members of staff.

Supervision and Guidance

- Ultimately responsible to the Headteacher but managed by the Faculty Leader of Arts or person with delegated responsibility.
- To work under the guidance of the Faculty Leader Arts, the Creative and Community Projects Manager, teaching/senior staff and within an agreed system of supervision.
- Working under the direction of the Faculty Leader Arts, and the Creative and Community Projects Manager on a day-to-day basis.
- Use initiative in the pursuance of school policies, procedures and programmes.

Range of Decision Making

To make decisions using initiative where appropriate within established working practices. The postholder will be expected to use good common sense and initiative in all matters relating to:

- The conduct and behaviour of individuals, groups of pupils and whole classes.
- The correct use and care of materials by individual and small groups of pupils.
- The safety, mobility (if required) and hygiene and well being of the pupils.

Responsibility for Assets, Materials etc

- To maintain the confidential nature of information relating to the school, its pupils, parents and carers in accordance with GDPR.
- Responsible for the provision, use and storage of equipment and materials prepared by the postholder and used by the pupils with whom the postholder is working.
- To ensure the safekeeping of office equipment and computer hardware and software and backing up computerised data in accordance with GDPR.

Contacts

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Services, Police, Local Education Authority, Contractors, External Agencies.

Range of Duties

Support for Pupils, for example:

- Demonstrate and assist pupils in setting up and using any specialist equipment.
- Assist and support pupils during theory and practical lessons, as directed by teaching staff.
- Assist pupils during after school clubs and coursework catch up.
- Establish constructive relationships with pupils and interact with them.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- To effectively display work produced by pupils, staff, parents/carers, community groups and other organisations across the school site.

Support for the Teacher, for example:

- Create and maintain a purposeful, orderly and productive working environment.



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- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff.
- Demonstrate, support and assist staff in setting up and using equipment.
- Liaise with staff on the availability and development of material/equipment for practical purposes and corridor and classroom displays.
- Prepare paper based resources (photocopying, laminating, etc) for use in lessons.
- Maintain records as requested.
- Input data into IT systems used by the school (Microsoft Office, SIMS)
- To support the teacher during off-site activities.

Support for the Curriculum, for example:

- Responsible for the day to day maintenance and cleaning of equipment.
- To enable individuals or small groups of pupils within the class to carry out tasks set by the teacher.
- To enable pupils to have access to appropriate materials and equipment and their storage.
- Monitor and manage stock and supplies, cataloguing as required.
- To support the effective delivery of Teaching and Learning through the displays of pupils' work and a range of Teaching and Learning resources.
- To carry out tasks using strong creative skills and an eye for detail; working independently and with initiative.
- To manage materials and equipment required for the effective display of the school's work and achievements.

Supporting the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Establish constructive relationships and communicate with other agencies / professionals, in liaison with teachers, to support achievement and progress of pupils.
- Attend and participate in regular team meetings.
- Participate in training and other learning activities as required.
- Supervise pupils on visits, trips and out of school activities as required.
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Appraisal and CPD

To support Appraisal and CPD monitoring of individuals/groups within the area of Technology by:

- Participation in the school's Appraisal system (as appropriate)
- Specifying areas for development identified through the Faculty Review/Development Plan and with regard to individual needs and aspirations.
- Involvement in the Professional Development Review systems and processes.



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- Participating in staff development schemes as implemented by the area of Technology or the school.
- Exploring opportunities to extend own personal development.

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 Intermediate Threshold Level - The post holder should demonstrate they can:

- Express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.



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Additional Information and Duties

Drama

- Flexible hours to be present for after school / weekend rehearsals to operate technical equipment
- Monitoring of costume / props borrowed by staff, pupils and Faculty areas
- Operating the lighting board
- Working at Heights including ladders and scaffolding to have the ability to re-position lights, replace bulbs etc. Training will be given to learn how to both erect and climb scaffolding.
- Sourcing and downloading sound effects / ability to record pupil's voices
- Editing of video recordings

Music

- Guitar maintenance (re string)
- Keyboard maintenance (when specific notes don't play)
- Interactive whiteboard sound check
- General maintenance of Mac room in music - Headphones, keyboards set up etc - on hand for any issues during lessons with sound
- Lighting/Sound setup and monitoring skills
- Recording/Music technology knowledge
- Musical instrument maintenance skills
- Video editing/computer skills

Art

- Managing of art and photography equipment/ materials including storeroom / darkroom supplies
- Setting up of equipment /preparation of equipment for lessons
- Upkeep of laptops and Mac's - file management
- Display within the classrooms – (new level/ grade/number ladders/ pupil work etc.)
- Organisation and creating of resources within classrooms
- Mounting of GCSE/ A Level work
- Store room stock checks