

## JOB DESCRIPTION: Creative Expressive Arts Technician

<b>PURPOSE:</b>	To support the CEA faculty curriculum delivery and extra curricular programme Support school productions and performances
<b>RESPONSIBLE TO:</b>	Head of Faculty CEA
<b>DISCLOSURE LEVEL:</b>	Enhanced
<b>SALARY/GRADE:</b>	NJC3-4 pro rata
<b>WORKING TIME:</b>	14.5 hours per week, term time only – flexible days/hours

### Summary of Responsibilities

#### To support curriculum across the faculty by-

- Establishing the organisation and inventory of equipment and consumables across the faculty
- Regular organisation and upkeep of resources
- Managing equipment, including checking and storing appropriately
- Assist teaching staff by setting up equipment in specialist rooms when required and clearing away leaving classrooms and performance spaces tidy at the end of the day
- Daily maintenance of equipment ensuring they are safe to use and repairing/replacing any parts when necessary
- Check Health & Safety issues
- Preparation and printing of student resources/exam papers using ICT
- Photocopying and distribution of general information
- Recording, uploading and ensure secure storage of class and examination work

#### To support extra-curricular activities across the faculty by-

- Organising registers for activities
- Updating information for students, parents and staff regarding extra-curricular activities
- Assist staff by setting up equipment in specialist rooms when required and clearing away leaving classrooms and performance spaces tidy after rehearsals
- Providing technical support for rehearsals
- Check Health & Safety issues

#### To support school performances by-

- Organising publicity for events, including ticket sales
- Maintain a record of student participants and audience members

- Assist staff by setting up and clearing up after performance events (this will include lighting, sound and other equipment required for performances)
- Providing technical support during performances
- Recording and uploading school performances
- Check Health & Safety issues

#### **MAIN DUTIES**

Set up equipment for lessons and school performances

Maintain equipment and inventory

Basic repairs to equipment

Liaise with other departments (e.g. Jewish Education) to facilitate smooth running of events

To operate and manage technical aspects of school performances as directed

Record keeping (equipment, events, productions)

Ensure faculty ICT equipment is functioning and liaise with ICT Manage to ensure software and hardware is upgraded as appropriate

Recording and uploading performances in class, for examination purposes and school performances

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

As with all roles at JCoSS, it is essential that school protocols are followed to protect data subject's personal information.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

## Person Specification – Creative Expressive Arts Technician

Essential unless noted as desirable

### Qualifications

- No special requirements; it would be desirable to have academic qualifications indicating literacy, numeracy and a good all round education that includes a Performing Arts subject (Dance/Drama/Music)

### Aptitude/Skills

- Good written and verbal communication skills
- Ability to show initiative and to work with minimal supervision within an agreed framework
- A liking for young people and an ability to adapt to a school environment and execute work in a professional and proactive manner, with due regard to both students and staff
- Able to advise and assist students.
- A willingness to undertake appropriate training
- Ability to work as part of a team
- Ability to undertake basic repairs on musical instruments (or willingness to learn)
- Ability operate sound and lighting control desks (or willingness to learn)
- Able to use Mac based operating systems and a familiarity with music software (Garageband/Logic/Sibelius)
- Organised and able to prioritise.
- Good communicator.

### Experience

- A working knowledge of schools
- Has worked within a performing arts environment
- Good ICT/word processing skills
- Basic knowledge of H & S (desirable)
- Has worked within a Mac-based ICT environment
- Using recording equipment (video and audio)