Job title: Expressive & Performing Arts Technician

| Salary / grade range | Grade 4 |
| --- | --- |
| Location | Co-op Academy Manchester |
| Reports to | Director of the Learning Zone, Expressive & Performing Arts |

| Purpose of role:   * To work as part of a team of teachers and support staff involved in the delivery of Drama and Music learning, enrichment activities and events. * Working in coordination with the Community Arts Officer & Theatre Manager to maintain the theatre, music spaces and drama studio environment, equipment, control room and storage areas. * To maintain and operate lighting, sound and other equipment in agreed performance areas. * Provide full technical support for other departments and internal/external school   events, as required.   * Under the direction of the faculty leader, to act as a learning assistant for students and small groups * Ability to work flexibly including evenings and weekends |
| --- |

| Key accountabilities (and specific duties / responsibilities):  Support for students   * To support pupils in accessing learning activities under the guidance of the teacher. * To use specialist skills, training and experience to support pupils in the relevant discipline. * To support by providing verbal feedback in conjunction with teaching staff to pupils in relation to progress and achievement where appropriate.   Support for teachers   * To maintain a purposeful, orderly and productive working environment within the specific curriculum or resource area. * To ensure timely and accurate design, preparation and use of specialist equipment, resources and materials as directed by the teacher or relevant line manager. * To maintain records, information and data, including supporting the recording of performances as directed by line manager/teaching staff   Support for the curriculum   * To monitor and manage stock, cataloguing resources and undertaking audits as required. * To carry out maintenance of specialist equipment and checks in line with quality and safety standards. * To undertake specialist repairs or modifications in accordance with the required level for the post and arrange for other repairs or modifications to be carried out by others. * To demonstrate and assist in the safe and effective use of specialist equipment and materials. * To undertake structured and agreed learning activities within the relevant discipline, such as demonstrations under the agreed system of supervision where appropriate.   Extra-Curricular, Lettings and Academy Events   * Assist with extra-curricular clubs and the annual academy production. * Assist in preparing and organising performance spaces for events (e.g. whole school, academic and co-curricular events). * To maintain audio, visual, lighting and other relevant equipment for academy events and external lettings.   Other   * Promote and safeguard the welfare of pupils you are responsible for or come into contact with Health & Safety checks on rooms, furniture, equipment and storage * Record and report Health & Safety issues   Other duties   * Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. * To ensure the health and safety and good behaviour of pupils and to take appropriate action when required. |
| --- |

| Personal attributes required (based on job description): | | | | |
| --- | --- | --- | --- | --- |
| Attributes | | All attributes are essential, unless indicated below as ‘desirable’ | | How measured, e.g. application form (A), interview (I) test (T) |
| Qualifications   * GCSE Maths & English Grade C or above * Level 3 or equivalent in any subject area | | D | | A/I  A/I  A/I  A/I |
| Experience   * Experience of technical aspects of theatrical production * Experience of using professional Theatre sound and lighting desks and equipment * Musical instrument maintenance & repair. * Experience of other elements of staging productions (e.g. set design, costumes etc.) | | D  D  D | | A/I  A/I  A/I  A/I |
| Skills, Ability, Knowledge   * Some understanding of GCSE Music and Drama Exam requirements * Technical/design aspects of theatre production * Interpersonal skills to build and maintain effective   relationships with all students and colleagues   * Communication skills to liaise sensitively with students, parents, carers and colleagues, both verbally and in writing * Knowledge of relevant education based IT systems including Google suite, Arbor, CPOMs | | D  D  D  D  D | | A/I  A/I  A/I  A/I  A/I  A/I |
| Personal Qualities   * Support and actively promote the values and beliefs of the Academy * Team-work skills * To continually improve own practice/knowledge through self evaluation and CPD * To hold or the ability to undertake health & safety certificates | | D  D  D  D | | A/I  A/I  A/I  A/I |

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.