



Job Title:	Expressive Arts Technician
Department	Expressive Arts
Hours/Weeks per year:	15 hours per week – average (annualised 570)
Responsible To:	Faculty Leader - Expressive Arts

Purpose of Role

To provide technical support to facilitate the running of events, hires and exams at the Academy.

Duties and Responsibilities

To help and support the following:

- Arrange rigging/derigs, staging, lighting, sound and recording for Academy performances including checking and storing appropriately
- To operate sound and lighting equipment for Academy performances and rehearsals.
- To support performances by organising ticket sales and refreshments, providing technical support and recording of performances
- General maintenance of technical equipment across all Arts subjects.
- Manage departmental equipment and materials and ensure appropriate stock levels are maintained.
- Inspect and maintain departmental equipment, spaces and resources ensuring Health and Safety is maintained to correct standard.
- Ensure efficient preparation and organisation of equipment for lessons when necessary.
- Ensure recording uploading and secure storage of exam work
- Support teaching staff during lessons when requested.
- To ensure maintenance ICT requirements in departments including a knowledge of music sequencing software such as Studio 1 and to offer support in music lessons
- To support extracurricular by assisting staff in setting up of equipment in specialist rooms and ensure room left appropriately
- To support GCSE and KS3 drama lessons by delivering workshops, during class time, informing students of the stage lighting available (including lighting terms).

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy
- The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

THE DUTIES AND TASKS OUTLINED ABOVE ARE NOT INTENDED TO BE EXHAUSTIVE AND OTHER DUTIES MAY BE REQUIRED FROM TIME TO TIME BY THE PRINCIPAL AND IN ACCORDANCE WITH THE OPERATIONAL NEEDS OF THE ACADEMY.

PERSON SPECIFICATION – EXPRESSIVE ARTS TECHNICIAN

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Good working knowledge of rigging, staging, lighting and recording
	Knowledge of relevant policies and procedures	Working knowledge of appropriate policies and procedures
	Literacy	GCSE English Grade C or equivalent Ability to communicate effectively in a clear and concise manner
	Numeracy	GCSE Maths Grade C or equivalent
	Technology	Demonstrate practical knowledge and problem-solving strategies Be expected to undertake relevant additional training
Communication	Written	Ability to complete professional letters and reports
	Verbal	Ability to exchange complex verbal information clearly and sensitively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand and implement the academy's behaviour management policy
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Establish effective relationships with those working in and with the academy
	Relationships	Ability to establish rapport and respectful and trusting relationships with the Senior Leadership Team, staff and students of the academy
	Team work	Ability to make a distinctive contribution to the work of a team both as a member and manager and continuously look for ways to improve team dynamics
	Information	Contribute to the development and implementation of effective systems to share and safeguard information and suggest ways to improve
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage, motivate and support the work of others
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to work Ability to resolve complex problems independently
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Understanding of Health & Safety
	Child Protection	Understand and implement Child Protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality and apply them.
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance Ability to transfer new knowledge to the workplace

Additional information

Because of the nature of the workload it is anticipated that a flexible approach will be required. Support will sometimes be required early morning, during the evening or at the weekend. Time off in lieu will always be given in respect of these times.