



GREENWICH FREE SCHOOL

The role: Curriculum Support Technician (Science)

The Greenwich Free School would like to appoint a proactive and highly organised Creative Arts Technician who will work across our Art, Music and Drama departments supporting the fantastic work that goes on inside and outside of the classroom. We are proud to be at the cutting edge of international educational developments with a dedicated team of professional staff who are passionate about providing outstanding education and pastoral care for all students.

You will support class teachers in Art, Music and Drama lessons from year 7-11. Other responsibilities will include preparing resources for Art lessons, keeping track of stock and ordering materials, monitoring and testing music equipment, event support for concerts, exhibitions and performances and administrative support across all three departments. This means that we are looking for a flexible and highly organised individual with a background in the performing and/or creative arts and an interest in education. Previous experience in Art, Music or Drama would be advantageous.

Job description

Job Title: Creative Arts Technician

Reports to: Head of Creative Arts

Responsible for: Providing technical, event and administrative support to the Art, Music and Drama departments.

Start date: September 2018

Contract: Full time, term- time

Salary: £17,428 – £21,528 p.a (actual salary paid)

Disclosure level: Enhanced

Job purpose

To provide technical, event and administrative support across the Art, Music and Drama departments.

Objectives

1. To support the Head of Art and the Art department.
2. To support the Head of Music and the Music department.
3. To support the Head of Drama and the Drama department.

Principal Accountabilities

SUPPORTING THE ART DEPARTMENT

1. Preparing resources and setting up/checking/issuing resources for use in practical classes. Setting up demonstrations. Helping to clear up the classroom after practical work has been completed ensuring resources are stored appropriately.
2. Maintaining stock levels of basic Art consumables and notifying the Head of Art of shortages.
Participating in stock checks
3. Assisting in the preparation and setting up of materials and equipment for use in practical assessments/examinations
4. General maintenance (including cleaning) of equipment and basic maintenance of general Art services and facilities. Reporting faults to Head of Art and/or Site Agents as appropriate
5. Participating in the organisation and safe storage of equipment, materials and resources, as required
6. Organising and updating department display boards and showcasing Art work around the school
7. Assisting in Art lessons from Year 7-11
8. Supporting events, including setting up the yearly GCSE Art exhibition display.

SUPPORTING THE MUSIC DEPARTMENT

1. Monitoring and testing musical equipment
2. Assisting in Music lessons in Key Stage 4
3. Supporting events such as the Christmas and Summer Concert
4. Providing administrative support as required and directed by the Head of Department.
5. Ability to play a musical instrument and working with small groups in intervention sessions (desirable)
6. Organising and updating department display boards.

SUPPORTING THE DRAMA DEPARTMENT

1. Supporting class teachers with practical examinations
2. Operating and designing lights and sound for productions and GCSE exams (desirable)
3. Providing administrative support as required and directed by the Head of Department.
4. Assisting with set design, prop making and costumes for school plays and GCSE examinations.
5. Organising and updating department display boards.

PROFESSIONAL DEVELOPMENT

1. Undertake required training in order to perform your daily duties to the highest standards.
2. Take responsibility for your own professional development and demonstrate a commitment to continuous professional development by undertaking, and seeking out, opportunities to build your capabilities.
3. Ensure you understand your professional responsibilities in relation to school policies and practices.
4. Evaluate your own practice critically and use this to improve your effectiveness.
5. Engage, positively, with the GFS performance-management system.

OTHER RESPONSIBILITIES

(Applicable to all staff)

1. Demonstrate consistently high expectations of all pupils and a commitment to raising their achievement and social and emotional wellbeing. Promote the positive values, attitudes and behaviour expected from all pupils by treating them with respect and consideration.
2. Develop strong and positive relationships with pupils.
3. Implement all school policies, including the school's behaviour policy.
4. Model the ethos and vision of the school at all times.
5. Establish and maintain effective working relationships with colleagues including support staff.
6. Be familiar with and comply with the School's Health and Safety policies.
7. Be responsible for the Health & Safety of pupils when they are authorised to be on school premises and when engaged in authorised activities elsewhere.

8. To be accountable, along with every other member of staff, for ensuring that your actions contribute to the following:
 1. **Aspiration:** GFS will support and challenge pupils to aim high and fulfil those ambitions because we believe every pupil can succeed.
 2. **Excitement:** GFS will create an exciting school environment that will engage pupils with learning.
 3. **Challenge:** GFS will provide a stretching and challenging curriculum that will interest pupils and provide them with the skills and knowledge needed to make a valuable contribution to society.
 4. **Expertise:** GFS will provide excellent teaching that will help pupils learn in a way that helps each one of them progress.
 5. **Enrichment:** GFS will provide a rich and varied enrichment programme to help each pupil develop as a rounded, skilled individual and give him or her opportunities to develop passions.
 6. **Community:** GFS will create a community of which its pupils feel a part – that they care about, and that cares about them.
 7. **Discipline:** GFS will provide a calm, secure and stimulating environment of which pupils can be proud.
 8. **Leadership:** GFS will provide opportunities for pupils to lead and work as part of a team.
9. Adhere, at all times, to the expectations of teachers at Greenwich Free School, outlined on the final page of this document.
10. Any other duties as required by the Headteacher commensurate with the post.

NOTE

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which he or she has been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, and also in terms of their commitment to safeguarding and relationships with pupils.

Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified to work in the UK. • A Level in either Art, Music or Drama 	<ul style="list-style-type: none"> • Qualified to degree level.
Experience	<ul style="list-style-type: none"> • Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop. • Confident preparing practical activities • Flexible to assist with events outside of the normal school day. 	<ul style="list-style-type: none"> • Experience of being a Performing Arts or Creative Arts Technician in a school. • Professional experience as an Artist, Musician or Actor. • Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage.
Skills	<ul style="list-style-type: none"> • Good literacy and numeracy skills. • Good interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents. • The ability to develop positive relationships with all young people. • Well-developed planning & organising skills 	<ul style="list-style-type: none"> • Competent user of ICT. • Can play a musical instrument (not essential) • Has experience or interest in art, theatre and music. • Can design stage lighting and operate a basic lighting board (not essential).

	including time management, prioritisation, delegation and administration. <ul style="list-style-type: none"> • Sound judgement and problem solving skills. • Effective in meeting and prioritising competing deadlines 	
Motivation	<ul style="list-style-type: none"> • Willing to be fully engaged in the whole life of the school. • Committed to team work and working collaboratively with colleagues. • A commitment to the safeguarding and welfare of all pupils. • Committed to assisting with events outside of the classroom. 	
Attributes	<ul style="list-style-type: none"> • Excellent organisation and time-management skills. • Passion, resilience, maturity and optimism to lead through day-to-day challenges. • Confidence and self-motivation to work well and be decisive under pressure. • A high level of honesty and integrity. • Personal stamina & energy including a good record of attendance and health. • A firm and constant belief in the unlimited potential of every pupil and a commitment to inclusive educational provision. 	<ul style="list-style-type: none"> • A sense of humour!

Expectations of all staff at the Greenwich Free School

Every member of staff at the Greenwich Free School will pledge to:

1. Uphold the school's vision, which means...

- You will be totally aligned to the school's vision, core purpose, aims and ethos, as laid out in the GFS School Strategy.
- You will have the moral courage to challenge any behaviour that runs contrary to the school's vision and ethos.
- You will demonstrate your belief in the potential of all pupils to succeed if given outstanding teaching and pastoral care.
- You will work hard and do everything you can to contribute to the Greenwich Free School delivering the highest-possible level of education.
- You will proactively uphold all school policies and procedures with consistency and care, maintaining a 'high expectations' and 'no excuses' approach to pupil (and colleague) attitude, work and discipline.

2. Model positive behaviour at all times, which means...

- You will, at all times, act as a role model for pupils with regard to your attitude, behaviour, dress, honesty, integrity, courage, language and diligence.
- You will behave courteously, respectfully and professionally at all times, maintaining appropriate boundaries with pupils, parents and other staff.
- You won't reveal any confidential information to anyone except colleagues who 'need to know.'
- You will ensure that GFS is a non-smoking, gum-free and litter-free zone.

3. Take responsibility for doing everything you can to enhance our offer to pupils, which means...

- You will proactively look for opportunities to develop pupils' emotional wellbeing as well as nurturing their academic potential – avoiding complacency at all costs and actively pursuing an entrepreneurial approach to developing the school.
- You will endeavour to get to know the School's pupils as individuals and take an interest in their lives beyond school through regular informal conversations, eating lunch with them and accompanying them on school trips and visits.

- You will build trust-based relationships with your pupils and never behave in a derogatory, intimidating or abusive manner towards any member of the school community.
- You will welcome and encourage communication and partnership with parents and carers, ideally returning calls and emails on the day of receipt and certainly within two school days.
- You will attend all school assemblies and key school events in the calendar, such as parents' evenings and award ceremonies.
- You will maintain excellent attendance and punctuality, arriving on site by 07.50 each day to be in your classroom to greet your pupils at 08.00 (unless your contract states otherwise).
- You won't engage in any behaviour inside or outside school that could bring GFS into disrepute. This has implications for use of social networking sites, engagement in additional employment and recreational behaviour.
- You will strive to make your own teaching practice as good as possible by enthusiastically engaging in school-provided CPD activities and seeking opportunities to arrange your own additional CPD, as well as engaging positively in the GFS Performance Management approach. This includes operating an open-door policy, welcoming regular observation of and feedback on your practice, and regularly reflecting on how to improve your own practice.

4. Be organised, and help the school be organised, which means...

- You will read staff notices at the start of every day and pass on notices to pupils as required.
- You will monitor the school calendar and weekly bulletins, to ensure you are aware of upcoming or recurring events.
- You will learn how to make use of the school's management information system and take responsibility for maintaining and making effective use of the data it contains.

5. Dress professionally, which means...

- You will dress smartly and professionally in formal business attire, in accordance with the GFS staff dress code.
- You will hide any tattoos from view and limit visible body piercing to one earring in each ear.