

<b>Job title:</b>	Expressive Arts Technician	<b>Salary:</b>	Competitive	<b>Contract term:</b>	40 hours/week Term time only plus 1 week and INSET days Permanent
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<b>Responsible to:</b>	Head of Expressive and Performing Arts Learning Area	<b>Responsible for:</b>	Technical support within the Expressive Arts Department
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#### **Mossbourne Federation**

The Mossbourne Federation is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Since 2004 the Federation has nurtured Sir Clive's dream by fostering kind, courteous, hard-working and well-rounded learners by providing an outstanding education based on the core values of 'Excellence', 'No Excuses' and 'Unity'. Through upholding these core values, Mossbourne will be the first academy federation whose schools are without exception, exceptional.

The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning within The Mossbourne Federation.

The Mossbourne Federation comprises four academies: Mossbourne Community Academy (secondary and which includes The Mossbourne Federation Sixth Form), Mossbourne Victoria Park Academy (secondary), Mossbourne Parkside Academy (primary) and Mossbourne Riverside Academy (primary).

#### **Mossbourne Victoria Park Academy**

At Mossbourne Victoria Park Academy (MVPA) we continue to build on The Mossbourne Federation ethos to provide an exceptional education for all pupils in our care. With learning at the heart of everything we do, MVPA continues to raise expectations and achievement in Hackney and its neighbouring boroughs with the belief that all students can fulfill their true potential. Our staff deliver excellent lessons; our pupils enjoy a vibrant enrichment programme and have access to debate, speech making and presentation training through our oratory specialism. Our excellent teaching staff work in a rewarding environment where everyone pulls together for the same thing; the best possible deal for our pupils.

#### **The Expressive and Performing Arts Learning Area**

The Expressive and Performing Arts Learning Area consists of Fine Art, Textiles, Food & Nutrition, Music, Drama and Physical Education. Subjects are housed in a custom-designed building, which includes a drama studio, sports hall, kitchen, CAD-CAM suite with laser-cutter, a music room, several music practice rooms including a music technology suite, and two art rooms.

You will find your colleagues in the Expressive and Performing Arts Learning Area are highly motivated, unswervingly professional and incredibly supportive.

### The Expressive Arts Technician Role

The successful applicant will be passionate about practical making skills. Supporting the Art, Food, Textile and Graphics departments, you will be responsible for stock control across the range of subjects. You will be required to maintain equipment and assist in the set-up, planning and delivery of the practical elements of lessons.

### Key Accountabilities

The post holders key responsibilities are, but not limited to:

- Promoting and being committed to the Academy's aims and objectives and to implement Academy policies
  - Be responsible for the ordering and stock control of all food products
  - To ensure all equipment in Fine Art, Textiles and Food & Nutrition is in good working order and is ready to be used
  - To monitor and maintain all materials and resources are full stocked
  - To manage and potentially implement change in stock control procedures
  - To maintain all stock rooms are maintained and all equipment is accessible to students and staff
  - To work with the Head of Learning Area and other staff members to ensure students receive an outstanding experience when studying the practical elements of Food & Nutrition, Art, Textiles and Graphics
  - To monitor budgets for each department and report to the HoLA half-termly on spend
  - To ensure class rooms are set up ready for teaching with teaching materials out and ready to be used
  - To support staff in lesson preparations including photo-copying and formatting booklets/materials
  - To be pro-active in receiving set-up orders from staff to ensure lessons and transitions are smooth
  - To deliver outstanding support to teachers delivering practical subjects
  - To keep abreast of developments in Health and Safety, especially in Food & Nutrition
  - To support enrichment opportunities and support students within Food & Nutrition, Art, Textiles, including the enrichment class programme, G&T sessions, trips etc.
  - To be flexible and prioritise tasks across the department and the across the three subjects
  - To undertake duties as directed and in accordance with Academy expectations
  - To support with Academy productions and other events
  - To have a working knowledge of practical requirements in Fine Art, Textiles and Food specifications
  - To support and maintain display work across the Academy
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

### Person Specification

Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task (lesson)
Experience				
E	<ul style="list-style-type: none"><li>Ability to reflect on your own working practice and adapt accordingly</li></ul>	✓		✓
E	<ul style="list-style-type: none"><li>Ability to work independently and as part of a team</li></ul>	✓	✓	
E	<ul style="list-style-type: none"><li>Ability to develop and maintain positive relationships with teachers, support staff and students</li></ul>	✓	✓	
E	<ul style="list-style-type: none"><li>Efficient organisation of resources and equipment</li></ul>	✓	✓	✓
IT knowledge				
D	<ul style="list-style-type: none"><li>Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point)</li></ul>		✓	✓
D	<ul style="list-style-type: none"><li>Ability to swiftly adapt to and utilise new/various systems/software such as 2D Design</li></ul>		✓	✓
D	<ul style="list-style-type: none"><li>Capable of making effective and appropriate use of ICT in ordering, communication and stock control</li></ul>		✓	
Behavioural Competencies				
E	<ul style="list-style-type: none"><li>Excellent analytical and multi-dimensional communication skills</li></ul>	✓	✓	✓
D	<ul style="list-style-type: none"><li>Strategic approach, ability to see the 'big picture' and also think 'outside of the box'</li></ul>	✓	✓	
D	<ul style="list-style-type: none"><li>The initiative to work independently with minimal supervision</li></ul>	✓	✓	
E	<ul style="list-style-type: none"><li>Ability to meet ALL deadlines internally and externally ensuring output consistently is of an exemplary standard</li></ul>	✓	✓	✓
E	<ul style="list-style-type: none"><li>Must have the upmost integrity as well as high levels of motivation and commitment</li></ul>	✓		
E	<ul style="list-style-type: none"><li>Proactive approach and efficient time management and prioritisation skills</li></ul>	✓	✓	✓
E	<ul style="list-style-type: none"><li>Genuine interest and passion for the education of young people and the ability to</li></ul>	✓	✓	

	contribute more widely to the life and community of the Federation			
<b>Applicable to all staff</b>				
<b>E</b>	<ul style="list-style-type: none"> <li>Undertake training as required to so in order to fulfil the requirements of the role</li> </ul>	✓	✓	✓
<b>E</b>	<ul style="list-style-type: none"> <li>Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings</li> </ul>	✓	✓	✓
	<ul style="list-style-type: none"> <li>Recognise your role as part of the succession of Mossbourne</li> </ul>	✓	✓	✓
<b>E</b>	<ul style="list-style-type: none"> <li>Play an active role in terms of Safeguarding all students and adults</li> </ul>	✓	✓	✓

***Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.***