**The Astley Cooper School**

**Job Description**

**Job Title: Performing Arts Technician**

**Responsible to: Subject Leader**

This job description should be read in conjunction with the current version of the Hertfordshire Pay and Conditions document and the expectations of the school’s support staff standards, skills and behaviours.

The main purpose of this role is to provide practical support to the Performing Arts Subjects so that teaching and learning are effective and students achieve their full target grades.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every student and ensures that they make expected levels of progress.

Your key responsibilities as **Performing** **Arts Technician** are:

* to effectively manage lighting, sound, and staging requirements within the main school and Performing Arts spaces
* to provide technical support in all disciplines for both visiting and school productions
* to oversee technical support for the Performing Arts Subjects, Community Programmes and for evening, weekend and holiday activities
* to provide appropriate guidance and support to teaching staff on Audio-Visual and other technical resources relevant to the Performing Arts curriculum and to effective use of such facilities
* to liaise with relevant organisations, including the School’s Health & Safety Officer and the local licensing authority to ensure each production’s compliance with Health and Safety Law etc
* to undertake appropriate and relevant training
* to develop and maintain a technical base in the school for all theatrical technical resources
* to organise safe and secure storage of equipment.
* to regularly inspect equipment and to organise the maintenance and repair of resources
* to maintain supplies of consumables, as appropriate
* to liaise with the Subject Leaders to advise on future requisitions of equipment
* to organise loan of equipment to support performances in the Performing Arts subjects
* to assist teaching staff to set up equipment for performances, lessons, examinations and demonstrations within the theatre environment, and to ensure all equipment/software is functioning correctly
* to provide technical support in the theatre for school performances and Community Programme events, including evening, weekend and holiday activities as appropriate
* to develop a strategy to ensure that all information relating to the technical resources is disseminated effectively in order that all members of faculty staff are informed of new developments
* to attend relevant management meetings in order to liaise fully with the Subject Leaders regarding relevant Performing Arts technical requirements
* to consult with relevant agencies to ensure that information relating to technical systems is kept up to date in order to ensure the effective use of resources
* to liaise with the School’s Health & Safety Officer to ensure that safe practices are observed at all times

Other Professional Requirements

* To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
* To adhere to school Health and Safety policy including risk assessment and safety systems
* To adhere to school policy on equality and diversity
* To contribute to the overall ethos/aims of the school
* To appreciate and support the roles of other professionals
* To participate in training opportunities and professional development as required
* To be responsible for promoting and safeguarding the welfare of children and young people within the school

The key accountabilities of the post outline the main areas of the role; they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs within the school and at the direction of the Headteacher.