

JOB DESCRIPTION – 2017

Job Title: Resident Graduate – Theatre Arts and Technology

Reports to: Head of Drama

Manages: N/A

Department: Drama and Dance

Hours per week: Full time

Key working relationships

Head of Drama
Curriculum teaching staff
Students
Site Staff
H&S Officer

Job Summary

The role includes pastoral and boarding duties together with support for the Drama and Dance departments and a contribution to the extra-curricular life of the school. The Resident Graduate – Theatre Arts and Technology will work as part of a team where creativity, technology, innovation and teamwork are core values. The role also includes pastoral and boarding duties in both the senior and junior houses and on a daily basis supporting the Head of House and members of the House Team to ensure the pastoral welfare of all boarders and day students.

Duties and responsibilities

Key responsibilities will include:

Theatre Arts

- To support the Theatre Arts curriculum
- To support teaching staff and students in the advanced use of technical equipment across Dance and Drama
- To support and assist with students' GCSE/ A Level Practical Work
- To support the Whole School Production, Annual Open Day, Middle School Productions and Lower School Productions

Theatre Technology

- Organisation of equipment for performances, events and hobbies
- Technological support for teachers and students in curriculum lessons
- Administrative tasks to include organisation of theatre technology including data handling
- Organising/leading student technical teams involved in performances, concerts, and events.

Health and Safety

- Ensure colleagues adhere to the Health and Safety guidelines for the use of school equipment, performance and rehearsal spaces and resources

General

- To support academic lessons, which may include making, ordering or selecting props and costume, the preparation of resources, photocopying and giving support in lessons.
- Accompany and assist in the organisation of trips
- Contribute to the lunchtime/afternoon/evening and weekend Activities/Hobbies programme by contributing to or running an agreed number of activities each week.
- Contribute to the programme of Saturday morning activities for boarders on a rota agreed with the Weekend Activities Co-ordinator (usually an average of once every two weeks)

Pastoral and boarding duties

The Resident Graduate – Theatre Arts and Technology will be attached to one the houses but will work with all houses in the school as necessary. For these duties, the Resident Graduate – Theatre Arts and Technology will report to the Housemaster/mistress who will direct and organise their responsibilities. The Resident Graduate – Theatre Arts and Technology will be expected to undertake the following duties:

- Assist with bed-put and wake up in the House.
- Assist the Teacher on Duty in the House by being a presence in the duty office – on a basis agreed with the Housemaster.
- Supporting and the Fryer Tutor Team with registration in Fryer House.
- Support the supervision of prep on an agreed number of evenings.
- Assist with administrative tasks related to the smooth running of the House.
- Shadow and support the work of one of the team of Tutors in the House, including contributing towards the delivery of the PSHCE programme (Your Life).
- Be 'on-call' as an additional adult overnight in the House – at times agreed with the Housemaster.
- Contribute to the enhancement of House cohesion and be part of the team of adults providing support and mentoring to pupils in the House.
- Attend an agreed number of Sunday Evening Meetings.
- Attend Meeting for Worship and Collect on occasions as agreed with the Housemaster.
- Carry out any other duties reasonably required for him by the Housemaster
- Assist with morning or afternoon registration if required.
- On a rota basis, supervise the library during evening opening hours.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.
All posts will be subject to 3 yearly DBS checks.
The post holder will be required to attend statutory and mandatory training.

Child Protection and Safeguarding

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Child Protection and Safeguarding Policy and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.