

**AV TECHNICIAN and TEACHING ASSISTANT**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

As one of the country’s leading independent schools, the Dragon places high expectations on all its staff and demands that the whole community works together to ensure that the School remains at the forefront of educational excellence and innovation. Although the Dragon is the UK’s largest co-educational boarding and day preparatory school with 580 day pupils and 250 boarders, its deeply personalised approach to each child, and its ethos of inclusivity, openness and tolerance encourages day pupils and boarders to enrich each other’s school experience. Understanding the meaning of community, developing an awareness of wider society and acquiring the essential qualities of kindness, emotional intelligence, respect and responsibility are central to the School’s all-round educational offer. The Dragon is non-selective on admission and prides itself on outstanding academic, pastoral and co-curricular outcomes for pupils in its pre-preparatory department, Dragon Pre-Prep, (for pupils aged 4-7 years) and in its preparatory department (8-13 years).

**Main Purpose:**

Your role as AV Technician is to ensure that the Schools audio-visual facilities are fully able to support teaching, learning and management functions across the organisation. Your main responsibilities will include supporting audio visual services throughout the school, including hands on maintenance, arranging repairs, leasing with third party support suppliers, working with the Second Master in scheduling and implementation of all AV requests, preparing materials and equipment in classrooms and setting up taking down and operating AV equipment as and when required. You will also be required to maintain the safety, security and good working order of equipment and materials, to provide support to other members of the IT services support team including installations, maintenance and monitoring of hardware and software, develop IT systems and training staff and students on the use of the schools systems.

 We are looking for someone with well-developed IT skills including Microsoft office suite, Audio visual experience including sound, video, stage lighting and interactive whiteboards/smartboards.

**Duties and Responsibilities**:

* Liaise with the Second Master and Admin Master with regards to Hall bookings, external guests, any other fixed AV requirements and supervision of children
* Set up AV (lighting in the first instance) for all stage productions, rehearsals, assemblies, presentations, other events (e.g. Sports Day) as advised by the Senior Master. If a second person is required to assist in the safe completion of this task, one will be provided
* Liaise with academic and support staff for any requirements for presentations
* Operate any AV equipment (if required by the Senior Master) during productions, rehearsals, assemblies etc.
* Some supervision of children may be required. This is at the discretion of the Second Master and help will be provided if it is deemed to be necessary
* Arrange/collect hire equipment for productions (if required)
* Attend production meetings and liaise with the production team (and maintenance department, if appropriate)
* Set up of equipment for events (rigging)
* Ensure safe storage of all AV equipment
* Maintain AV equipment across the school such as maintenance repair cycles and mandatory health and safety checks.
* Maintain supplies of AV-related consumables
* Convert or digitize any media into web presentable formats for ease of storage and dissemination via the Dragon intranet, internet and cloud-storage systems
* Edit sound & video material for productions, projects, or trips and record programmes for staff
* Be responsible for the storage and cataloguing of all electronic media in accordance with agreed policy
* Video lessons or activities as required
* There are occasional evening events which require AV support: examples of these are school play productions, talks and lectures, speeches at dinners and concerts. It is important to recognise that these form an important part of a busy boarding school and require full AV support.

The further part of this role is act as a **Teaching Assistant** in some classes during the week, as and when time allows. This will vary according to the prevailing requirements for AV support.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following is expected of all staff:

* To uphold the School’s policies relating to safeguarding & child protection, behaviour, Health & Safety and all other relevant policies
* To promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with to ensure full compliance with all statutory regulations, in particular Keeping Children Safe in Education

**TERMS AND CONDITIONS**

* Salary: £18,389 for 40 weeks, 45 hours per week (term time only) (Equates to £21,250 FTE for 52 weeks)
* Monday to Saturday

**BENEFITS:**

* Term time only requirement (i.e. all school holidays off except for 3 days Inset at start and end of each term)
* Employer offers a minimum of 3% contribution to a Group Personal Pension
* Access to swimming pool during school term
* Meals provided during working hours in school term time
* Access to child care vouchers and cycle scheme

**PERSON SPECIFICATION**

*Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits; (c) certificates*

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| **Requirement** | **Essential** | **Desirable** | **Assessed by:** |
| **Education, training and qualifications** | 1. *Ideally a minimum 4 GCSE’s C and above Including Maths, English and ICT (or equivalents)*
 | *A formal AV qualification or equivalent is desirable* | *(a); (c); (r);* |
| **Knowledge and understanding** | 1. *Knowledge of touch screen and web-based control technology*
2. *Understanding of IP and telephony based video conferencing systems*
 |  | *(a); (i); (g); (r);* |
| **Experience** | 1. *Experience in video conferencing and AV best practices*
2. *Good level of experience in Microsoft packages*
3. *Working at heights*
4. *Experience in providing similar service within an on-site role is required*
 | *Q Lab (programme for sound)**Rigging experience* *Experience in preventive maintenance of equipment* | *(a); (i); (g); (r);* |
| **Skills** | 1. *Capable of good communication skills both verbal and written and able to communicate at all levels within an organization*
2. *Superior customer service skills to deal with both internal and external customers*
3. *Be competent to a high level of computer literacy*
4. *Ability to form and maintain appropriate relationships and personal boundaries with children*
5. *Commitment to the protection and safeguarding and wellbeing of children and young people*
 |  | *(a); (i); (g); (r);* |
| **Personal qualities** | 1. *Able to prioritise and work under pressure*
2. *Ability to be adaptable and solve problems*
3. *Be able to work on own initiative and accept accountability*
4. *Sensitivity to the needs of others*
5. *Commitment to continuous professional development*
6. *Commitment to the Dragon Schools policy of equal opportunity and the ability to work harmoniously with colleagues and pupils of all cultures and backgrounds*
 |  | *(a); (i); (g); (r);* |
| **Other requirements** | *May be required to work evenings, as and when required*There are occasional evening events which require AV support: examples of these are school play productions, talks and lectures, concerts. It is important to recognise that these form an important part of a busy boarding school and require full AV support. |  | *(i); (r);*  |