

Job Description with Level Criteria Matrix

Post title: Performing Arts Technician		Post number: E9032
		Date: SEPTEMBER 2009
Department: Children & Young People's Services	Division / Branch: School/College	
Section: Pupil Support Staff	Responsible to: Varies	

Overall purpose of this post:

To provide technical support for all aspects of Performing Arts across the school and to undertake some general school ICT support.

Major objectives: These will include, as appropriate, those that reflect key corporate priorities, for example, cultural diversity, social justice, environmental quality and economic prosperity.

1. To ensure that the performing arts facilities are set up in time for each class, lesson or educational session.
2. To respond quickly and effectively to queries and requests for help from mentors, instructors, teachers and support staff.
3. To keep abreast of new developments within performing arts/new media especially those relating to education and the School/College's curriculum subjects.
4. To maintain adequate stocks of performing arts components and consumables.
5. To maintain in good order, performance equipment in sound editing / video recording suite, drama and dance studios.
6. To maintain in good order any ICT facilities.
7. To implement and promote the School/College's and Leicester City Council's policies and procedures relating to all areas of employment and service delivery.

These are the highest level objectives, see "Level Criteria Matrix" for objectives at other levels.

P.T.O.

Summary of job tasks: The tasks listed are, generally, only those taking at least 10% of the post holder's time

1. Maintains equipment in allocated areas, e.g. sound recording studios, video editing suite, music rooms, drama studio, dance studio, etc.
2. Organises performance equipment, hardware and software.
3. Provides technical support to staff and students.
4. Works with teachers and community groups to facilitate the use of performance and recording equipment.
5. Assists staff and students in organising performance activities.
6. Prepares performance equipment and materials.
7. Oversees pre-school, lunchtime and after school activities in performance areas.
8. Assists with displays and notice boards.

These are the highest level tasks, please see "Level Criteria Matrix" for tasks at other levels.

Is this post classified as "politically restricted", as in the Local Government and Housing Act 1989, either

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|---|-----|------|
| a) because of its salary level? or | Yes | No ✓ |
| b) because the post holder is required regularly to advise the Council and its Committees, or communicates with the media on behalf of the Council? | Yes | No ✓ |

Is this post subject to exemption from The Rehabilitation of Offenders Act 1974?	Yes ✓	No
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Job requirements: essential (E) or desirable (D).		E/D
A. Training and education	A level of numeracy and literacy sufficient to carry out the duties of the post See Level Criteria Matrix attached for requirements for different levels.	E E
B. Experience	Experience of working in an expressive arts environment. See Level Criteria Matrix attached for requirements for different levels.	E E
C. Equal opportunity	Must be able to recognise discrimination in its many forms and willing to put the Council's equality policies into practice.	E
D. Other skills	Able to set up Performing Arts equipment, materials, props, etc. Ability to communicate effectively orally and in writing, Able to organise and prioritise own workload and work to deadlines. See Level Criteria Matrix attached for requirements for different levels.	E E E E
E. Other conditions Including any hazardous or environmentally adverse conditions	Willing and able to work outside school/college to support service needs. Willing and able to learn and keep up to date with new Performing Arts / ICT developments in the educational arena. Must satisfy relevant pre-employment checks. This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time. See Level Criteria Matrix attached for requirements for different levels.	E E E E

Element	Level 2 (ROLEID E9032a)	Level 1 (ROLEID E9032b)
People Management	None	None
Creativity required	<p>As lower level plus:</p> <p>Arranges extra curricular school trips and sources prices, e.g. visits to art galleries & exhibitions.</p> <p>Brings out ideas & imagination in children, engaging with students of different ages, working on students' strengths and getting them to think for themselves.</p> <p>Produces a working manual for other members of staff to use.</p> <p>Assists teachers, overseeing children whilst they are undertaking performing arts activities.</p> <p>Finds drama props, sourcing 'free' items e.g. fabric & material from high street stores.</p> <p>Finds good deals on new equipment to obtain specific / specialist material.</p>	<p>Suggests new ideas / gives input into themes for art, drama, media, and technology.</p> <p>Provides creative technical knowledge for everyday use, and assists/ supports community members in using technical equipment.</p> <p>Suggests how to make work/projects more interesting e.g. use of lighting, video editing.</p> <p>When approached with an idea, suggests the best way to facilitate that idea e.g. photography, video editing.</p> <p>Suggests use of different materials, textures & contrasts e.g. sand, pea gravel.</p> <p>Prepares for what items teachers need for their lessons, preparation & looking at timetable to see what activities are coming up.</p>
Contacts	<p>As lower level plus:</p> <p>Places orders for goods & services with external suppliers, reports faults to maintenance engineer.</p>	<p>Has contact with students, assists with work within remit of designated lesson plan.</p> <p>Has contact with Teachers/Heads of department regarding discussion over lesson plans & which resources are needed, and receives requests to locate material/resources / equipment for use in lessons.</p> <p>Assists with placing orders for goods & services with external suppliers.</p>
Decision making	<p>As lower level plus:</p> <p>Provides input on the best way to undertake tasks e.g. filming a video for a project - certain elements will take longer than others, such as editing etc.</p> <p>Researches and makes recommendations on equipment/ material purchases and improvements to learning programmes.</p>	<p>Decides how to set up equipment / resources e.g. ply board, clay, for lessons & exams.</p> <p>Provides input & technical expertise, for example; discussion on working process e.g. lighting, video editing, pottery glazing, making drama props.</p>
Objectives	<p>As lower level plus:</p> <p>To support the teacher with lesson needs, finding appropriate resources and sourcing materials as requested.</p> <p>To ensure the best value for the school.</p> <p>To imbue enthusiasm for all aspects of performing arts.</p>	<p>To ensure that the teacher has all the resources they require set up and ready for the lesson.</p> <p>To ensure that all resources or equipment is available and in good working order.</p>
Resources used or managed	<p>As lower level plus:</p> <p>Responsible for the ordering, safekeeping & maintenance of all resources/ equipment relating to the Performing Arts Department, with an annual budget of £7,000 approx for the factuality per each school year.</p>	<p>Takes money for arts material with a value of £15 approx each term and 10p-£5 in a daily transaction.</p> <p>May be required to use small hand tools, with appropriate training, e.g. drills, hammers for hanging pictures.</p>

Element	Level 2 (ROLEID E9032a)	Level 1 (ROLEID E9032b)
Interruptions, conflicts & frequency	As lower level plus: Interruptions from urgent work demands. Prioritises work, and working around the varying needs/ requests of different Performing Arts Departments, required to balance resources needs.	Interruptions from equipment & system failure.
Physical effort & IT use.	As lower level:	Lifting & carrying e.g. boxes of material, equipment & speakers. Climbing ladders. PC Music packages, desktop publisher, Video Editing, Photoshop, Internet & E-mail.
Working conditions	As lower level:	Office / classroom based e.g. drama studio, arts room, music room within the school.
Risks encountered	As lower level:	Lifting & carrying e.g. boxes of material, equipment & speakers. Use of chemicals e.g. photography solutions. Exposure to fumes e.g. paint, varnish.
Knowledge and Skill levels	As lower level plus: Professional development on the performing arts/media, or a relevant qualification in Art/Drama Music. Experience of supporting performing arts teaching or training staff in an educational or training environment. An up to date knowledge of Performing Arts / ICT developments in the educational arena. A working knowledge of musical instruments, software and theatre equipment and resources. General knowledge of current education issues.	A qualification or experience in performing arts or associated technical experience. Knowledge of theatre and music production equipment and related ICT equipment and software. Awareness the performing arts curriculum subjects and the equipment used to support these.