



Person Specification

Post: PA Sound Technician /Trainer

Responsible to: Head of Subject

EXPERIENCE, PERSONAL QUALITIES, ABILITIES AND SKILLS	DESIRABLE	ESSENTIAL
1. Experience working in a 24 track Recording Studio.		✓
2. Experience in working with and supporting Music and Music Technology Mac Suite, Mac OSX operating systems, Apple Mac workstations and related software e.g. Logic Pro, Office 365.		✓
3. Able to set up, operate, maintain and repair audio systems, musical instruments, mixing desks, keyboards, microphones, PA systems, DJ equipment and all ancillary Performing Arts equipment.		✓
4. Front of House sound engineering, sound design and running cues for shows.		✓
5. Able to work on a one to one basis with students, in small group tuition, in larger groups and enrichment classes.		✓
6. Understanding of health and safety and completing risk assessments		✓
7. Able to work independently and use initiative, show drive and determination and be pro-active.		✓
8. Able to demonstrate problem solving abilities and excellent organisational skills.		✓
9. Flexible in approach to work		✓
10. Willing to undertake further training/ CPD to expand subject knowledge		✓
11. Video editing and archiving, Adobe Premier.	✓	
12. Ability to create posters and learning resources, using Photoshop and Illustrator.	✓	
13. Industry Experience	✓	
14. Experience of working in an education setting	✓	



Job Description

Post: Performing Arts Trainer/Technician

Salary/Grade

Grade 6 pro rata (actual salary £26,189 - £28,650)

Working time:

36 hours FULL TIME term time plus 20 days

Responsible to:

Head of Performing Arts

Main purpose of the post:

- To provide high quality technical and creative support for a range of Music Production, Music Performance and Performing Arts courses.
- To help deliver and facilitate teaching and learning on the Music Production, Music Performance and Performing Arts courses.
- Manage, maintain and oversee the equipment and facilities within the department.
- To design and deliver additional independent learning opportunities for students within the department.

Main duties:

1 Operational/Strategic Planning

- 1.1 Contribute to setting standards in the Department's annual self-assessment report and action plan in line with the College's planning and quality assurance procedures.
- 1.2 Develop, monitor, maintain, implement and enforce risk assessments and COSHH in line with legal requirements
- 1.3 Assist with and record training of students in department health and safety procedures.

2 Teaching/Training

- 2.1 To help deliver and facilitate teaching and learning on the Music Production, Music Performance and Performing Arts courses.
- 2.2 Deliver training to staff and students in the use of facilities and equipment within the curriculum area.
- 2.3 Assist the department teaching staff to deliver subject specific inductions and workshops to classes, as and when requested.
- 2.4 Maintain and prepare designated 'Learning space's'.

3 Curriculum Provision and Development

- 3.1 Document and archive student performances and assessment material across a range of media.
- 3.2 Develop, maintain and update the VLE for the Music Production, Music Performance and Performing Arts courses.

4 Staffing

- 4.1 Work collaboratively as part of a team to share good practice.
- 4.2 Work flexibly providing cover for absent colleagues when required.
- 4.3 Participate in continual professional development and coaching and mentoring to enhance and share good practice.
- 4.4 Attend college and department meetings.
- 4.5 Maintain a good working relationship with staff and students.
- 4.6 Provide event support to the wider college community as and when required.

5 Students

Safeguarding

- 5.1 Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy and procedures.

Discipline

- 5.2 Take responsibility for promoting good standards of behaviour and conduct in students by implementing and reporting breaches of the Student Conduct and Discipline policy.

Learner Involvement

- 5.3 Contribute to the development and implementation of the Learner Involvement Strategy in order to improve the quality of provision and to respond appropriately to learner needs.

6 Quality Assurance

- 6.1 Contribute to the Self-Assessment Report and Quality Improvement Plan within the Department.
- 6.2 Participate in the College's Performance Management Review system and have an annual review meeting with your line manager.
- 6.3 Keep a professional development file to record personal training and development.

7 Equality and Diversity

- 7.1 Create a purposeful, positive and supportive working environment, sensitive to equality and diversity.

8 Management Information and Administration

8.1 Assist in the development of on-line resources for staff and students, updating the relevant area of the VLE to ensure content is relevant and up-to-date

9 Communications

9.1 Attend College events, briefings, staff meetings and meetings as part of the College's meeting schedule.

9.2 Use the College's systems, policies and procedures to communicate issues as necessary.

10 Marketing and Liaison

10.1 Contribute to the marketing and promotion activities of the College and the Department.

11 Management of Resources

11.1 Liaise with staff to help develop and manage the departments learning materials, equipment and facilities.

11.2 Assist in the procurement of resources for the Performing Arts Department.

11.3 Monitor usage of and maintain resources and equipment.

11.4 Catalogue the department resources and equipment, and inventory management.

11.5 Support and maintain departmental ICT equipment.

11.6 To work with the college IT Team and ensure ICT equipment is kept updated and secure in line with college cyber security procedures.

12 Other

12.1 Contribute to the college mission and ethos and support the aims and objectives of the College.

12.2 Follow and comply with the College's policies and procedures as outlined in the Staff Handbook and take responsibility for the duty of care in respect of the levels of Health and Safety across the College.

12.3 Undertake any other duties of an equal nature as assigned by the Principal or her designated alternate.

