

Post Description -Performing Arts Technician

Post Title:	Performing Arts Technician	Post Holder	
Learning Community:	PEXA	Reporting to:	Head of PEXA
Liaising with:	Head of PEXA	Line Managing:	Not Applicable
Post Type:	Permanent/ TBC /week 38 weeks - 10 hrs per week	Salary/Grade:	Band 3

Safer Recruitment Statement

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).

Every member of staff is required to:

- Actively work towards and promote the vision of the school
- Support and contribute to the achievement of the School Development Plan
- Support and contribute to the school's responsibility for safeguarding students
- Undertake appropriate training to enhance personal development and performance
- To maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff

Role and Responsibilities

In contributing to the whole school:

Professional Behaviours

Demonstrate professional behaviours appropriate to the role. This includes sustained support for and promotion of the school's philosophy, culture, ethos and climate for learning, demonstrating both integrity and corporate responsibility within and beyond the learning organisation in relation to policies and decisions.

Professional Standards

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels
- To be professional, friendly, fair and caring with students, demonstrating standards of politeness and respectfulness that we wish them to emulate
- To be friendly, helpful and welcoming to parents and members of the wider community visiting or making contact with school
- To provide a good role model for all
- Using the Behaviour for Learning Policy, to deal with student behaviour in a manner which is appropriate and always conveys mutual respect

Accountability

In the first instance the post holder is accountable to the Head of PEXA for the above role and for any additional specified responsibilities.

Post Description -Performing Arts Technician

Specific Responsibilities:			
Key responsibilities Duties that may be carried out in this role include, but are not limited to:			
In relation to Drama and Music			
• Sourcing and preparing specialist equipment/resources/materials/sound FX/music for school productions, practical exams and lessons, ensuring all resources are set up appropriately. • Organising get in, running and striking set, costume and props for productions & events such as practical exams and GCSE performances and rehearsals. • Designing rig, program and operate lighting, sound and other technical equipment where necessary. • Setting up, maintaining and operating all technical equipment for the Performing arts department. (i.e. lanterns, lighting board, camcorders, audio equipment, PA systems etc). • Demonstrating and assisting other users in the safe and effective use of specialist equipment/materials within the PEXA department. • Organising and cataloguing props, costume, masks, stage make-up for the department providing specific props, costume, technical items to meet teacher lesson requirements. • Supporting during exams with filming and solving technical issues. • Providing planned technical theatre support within lessons. • Creating Projections, set construction/painting/design and special effects for shows and exam pieces. • Keeping an updated stock of equipment and consumables (guitar picks, straps, headphones, splitters, microphones, studio equipment) • Assisting students with use of Digital Audio Workstation (DAW) usage as part of the KS3 curriculum. • Assisting with musical instruments for school productions, including practical manoeuvring of equipment			
In addition, the post holder will undertake any other miscellaneous work, deemed suitable by management of the school.			
General points:			
• The school will endeavour to make any necessary reasonable adjustments to the post and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. • This post description is current at the date shown below, but following consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and post title. • This post description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it shall be construed. • The conditions of appointment are in accordance with the National Joint Council's Conditions for Administrative, Professional, Clerical and Technical Staffs, as amended by the Supplemental Conditions of the Borough of Trafford for salaried staff.			
Postholder:		Date:	
Headteacher:		Date:	
Last updated:	Feb 2025		