



Job Description – Performing Arts Technician

Northampton Academy is committed to equal opportunities and to the protection and safety of all students and adults. We expect all staff and volunteers to share these commitments.

Job Role: Performing Arts Technician
Reporting To: Head of Faculty
Hours of work: 37.5 hours a week for 39 weeks per year (Term Time only)

Job Purpose

- To carry out the professional duties as a Technician as circumstances may require and in accordance with the Academy's policies under the direction of the Faculty Leader and/or the Principal.
- Be the lead technician for the use of creative technologies at the Academy, namely the use of digital and social media
- To provide technical support and assist teaching staff in the staging of Academy performances and lessons
- ⊖ Assisting with delivery of qualifications to students as well as supporting students through their studies in the performing arts
- To be an effective professional who assists in the positive achievement of the faculty through their administrative expertise, departmental knowledge and organizational proficiency
- To support the needs and everyday operations and administration of the Performing Arts faculty and wider Academy
- To make a significant contribution to the vision and direction of Northampton Academy, where innovative and inspirational learning for all is the core value

Safeguarding

- To uphold the Academy's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners

Key Responsibilities

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

- To use initiative in carrying out organizational and administrative tasks associated with the support role, including the management of resources
- To liaise sensitively and effectively with parents, carers and students to support learning
- To work collaboratively with colleagues within the faculty, knowing when to seek help and advice to create a purposeful working environment
- To take responsibility for the development and upkeep of displays around the Academy – in relation to Performing Arts
- To organize, attend and minute team meetings
- To provide communication and clerical support for the faculty, including telephone calls, emails and letter typing
- Maintain manual and computerised records/management information systems
- To order and store supplies and to maintain systems for monitoring faculty expenditure
- To show a commitment to your own CPD and Performance Management
- To input and manage student data where appropriate
- To coordinate resources for the smooth running of cover lessons, according to the agreed policy and syllabus (within the Performing Arts faculty)



- To undertake additional professional duties that may be reasonably negotiated with the programme leader
- Work with the wider support team and administration team to review processes and systems and to develop new ideas to ensure that highly effective technical support is provided
- To lead on the provision of sound and light for Academy performances/lessons/events ensuring that all equipment is available, in good working order and provided on time
- To work with staff and students in ensuring that all Academy performances are produced and delivered to the highest standards
- Work with members of the community/outside organizations when required to do so with regard to the staging of shows and productions (as directed to do so by line managers)
- Within an agreed system of supervision, plan and deliver challenging learning activities to individual / groups of students specifically within the creative technologies
- To provide training to students in the operation of sound and light equipment and provide good levels of supervision to them
- Ensure the appropriate equipment within the Directorate is available and maintained and is set up for teaching sessions, organizing practical work areas for staff and students ensuring these areas are clean, tidy and safe
- To set up sound, light and associated equipment for performances, rehearsals and staged events both during the Academy day and after hours/weekends when required
- To undertake day to day maintenance of resources and equipment
- To carry out risk assessments and ensure that all performance areas comply with current Health and Safety regulations

Student Support

- To cover lessons within the faculty as required
- To assist students within lessons, working with the classroom teacher
- To provide support in the organization of events and activities such as open evenings, parents evenings, induction
- To accompany trips and fixtures in a supervisory capacity when required
- To support the management of student movement around the Academy

Team working

- To answer telephone calls and deal with visitors to the Faculty in the absence of the staff
- To initiate and build good working relationships with colleagues, service users and outside agencies to deliver the service to required standards
- To be an effective and flexible member of the team, contributing to the successful provision of value for money support services throughout the Academy
- To uphold the Academy behaviour policy

Other Responsibilities

In addition, the post holder shall undertake:

- In-service training as required
- To keep up-to-date with developments relating to the SEND agenda
- To develop and maximise the use of ICT
- To show a commitment to your own professional development
- To work collaboratively with other staff
- To meet in accordance with calendared meetings and with line managers as required
- To fulfil any particular responsibilities specific to the role of the Technician
- Other responsibilities as reasonably requested and commensurate with the grading of the post



- Child Protection induction training when advised to do so and to follow and implement the Child Protection and Safeguarding policies and processes, in your everyday working practice
- Any such duties that may from time to time be reasonably assigned by the Principal

General

All Academy staff are expected to:

- Work towards and support the Academy's vision and the objectives
- Fully subscribe to the Academy Values of Respect, Determination and Ambition regarding themselves, the Academy and our young people
- Support and contribute to the Academy's responsibility for safeguarding students
- Work within the Academy's Health and Safety policy to ensure a safe working environment for staff, students and visitors
- Work within the Academy's Community Cohesion and Equal Opportunities policies to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to Academy policies, procedures and core values as set out in the documentation available to all staff
- Ensure that the confidentiality of sensitive information and data is not compromised

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

Signed: _____

Job Holder

Date