

CREATING GREAT FUTURES

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College's Strategic Plan 2019-2024](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and are proud to have achieved Investors in Diversity Accreditation in August 2023 demonstrating our commitment to our FREDIE principles (Fairness, Respect, Equality, Diversity, Inclusivity and Engagement). Our staff are diverse, skilled and motivated working across two unique, vibrant and lively campuses, one centrally located near to East Croydon train station and the other in the heart of Old Coulsdon.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

Coulsdon Campus

Coulsdon Sixth Form College was formed in 1988 on the site of the former Purley High School for Boys which existed from 1914 to 1988. Originally located in Purley, in 1936 it relocated to Placehouse Lane, Old Coulsdon. Our wonderful campus remains in the heart of Old Coulsdon, having had a complete rebuild, which offers exceptional learning facilities to our students, and a fantastic working environment for our staff. In February 2019 Coulsdon Sixth Form College was incorporated into Croydon College, bringing together both of Croydon's Ofsted Good Colleges.

Creative and Cultural Pathway

The Creative and Cultural Pathway is an exceptional place to work, with staff working collaboratively to ensure the very best outcomes for our students. This role will be assisting students and staff in Music and Performing Arts in the delivery and management of key practical and digital equipment.

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| Job Title: | Performing Arts and Music Technician |
| Faculty: | Creative and Cultural |
| Hours: | 36 hours per week, 42 weeks per annum |
| Salary: | £23,796 per annum (FTE) |

JOB DESCRIPTION

Overall Purpose Scope:

To support teaching and learning in the area of Performing Arts and Music by ensuring adequate preparation for practical work and ensuring adequate technician cover is provided in all curriculum areas for teaching, learning and assessment activities. To provide in-class practical support for students and teachers within the department.

Main Duties and Responsibilities:

1. To carry out main area tasks as specified by your line manager or members of Performing Arts and Music staff.
2. To implement systems and structures within the department to ensure the smooth running of all technical work and operations.
3. To prepare lighting design (use of ladder), hanging safely of lighting equipment.
4. To produce set and scenery for various productions and plays, mix music tracks and record/edit work as required by Performing Arts and Music staff.
5. To work with students and staff and edit work for both internal and external assessment purposes and transcoding and compressing for E-learning intranet system (Moodle).
6. To provide technical support for all projects using the theatre space, lighting & sound production.
7. To ensure adequate preparation for practical work by preparing and setting equipment as requested.
8. To maintain materials, apparatus, equipment, furniture and Studios by attending to cleaning, storage, minor repairs and adjustments when required, in line with Health and Safety requirements.
9. To advise staff and students on Health and Safety regulations and any known hazards regarding equipment and to monitor compliance with Health and Safety procedures;
10. To assist with the management of students in the event of a teacher's absence;
11. To organise and store all student assessments and to supervise the loan of equipment;
12. To prepare and set equipment as requested, including setting up outside of the normal teaching areas.
13. To maintain the stock inventory by advising the operational manager on the ordering of equipment and materials, to prepare drafts orders and assist with stocktaking procedures.
14. To observe absolute confidentiality regarding assessed practical work;
15. To assist in the induction of new staff with regard to using equipment in Performing Arts and Music.

16. To attend regularly and contribute to all relevant departmental training and cross college meetings relating to the role.
17. To undertake any other particular duties which may be reasonably assigned to you by the Head of Department or Principal, from time to time.
18. To develop and maintain professional, productive relationships with all members of staff within the college.
19. To be aware of your college entitlement to professional development;
20. To be aware of equal opportunities and to demonstrate these principles in all aspects of work;
21. To understand the college's health and safety policy and to work within its guidelines;
22. To work in the interests of students and in accordance with the college's policies and values;
23. To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties.

Person Specification

| | Essential | Desirable |
|--------------------------------|---|--|
| Qualifications | A. Educated to GCSE standard (Grade C or above in English and Maths) B. Relevant Music/ Music Technology/Performing Arts qualifications | |
| Experience | C. Experience of Apple Macintosh computers D. Experience of using and maintaining a wide range of equipment/materials within Music and Performing Arts E. Understanding of Health and Safety policy and procedure | A. Understanding/Experience of the FE sector especially Sixth Form Colleges B. Experience of encouraging and motivating students to achieve |
| Skills & Attributes | F. Computer literate including all Microsoft Office Applications G. Strong written and verbal communication skills H. Close attention to detail and accuracy | |

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| | I. Organised and methodical approach to work J. Able to work and stay calm under pressure K. Self-motivated and able to work with minimal supervision L. Commitment to working as part of a team M. Ability to work in a confidential and professional manner | |
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NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Safeguarding

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

Staff Benefits

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

Next Steps

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>

Application Closing Date: 9 November 2023

Interview / Selection Date: Likely to be week commencing, 13 November 2023



PROUD TO BE FREDIE



Investors
in Diversity

Achieved.
Valid Until
August 2025

