



Appointment of
PERFORMING ARTS CO-ORDINATOR

NJC Grade 6, SCP 21-25

Actual salary will be in the range of £16,856 to £19,392

37 hrs/38 weeks

Closing Date for Applications:
No later than noon on Monday 5 February 2018

PERFORMING ARTS CO-ORDINATOR

INFORMATION ABOUT THE POST

The Governors wish to appoint a Performing Arts Co-ordinator to support the work of the Performing Arts department which comprises the Music, Drama and Dance curriculum areas at the Fallibroome Academy.

The successful applicant will possess outstanding administrative skills with a proven expertise in IT applications including word processing; excel spreadsheets and desktop publishing packages. He/she will have an avid interest in all aspects of the Performing Arts together with exceptional organisational expertise and a persuasive and motivational disposition.

Predominately, the co-ordinator will provide administrative support to the Performing Arts department and its associated curriculum areas. In addition, he/she will be responsible for the organisation of instrumental tuition at the school and the delivery of events management for concerts, school productions and other extra-curricular activities.

A Job Description and Person Specification for the role are included with this pack.

This is a term-time role (38 weeks) working 37 hours per week.

The very nature of this position will require the successful applicant to be extremely flexible in their working patterns; there will be a requirement to work late beyond the normal school day during production and concert weeks. Additionally, the post holder will be required to commit to working an additional two weeks during the summer holiday period should the department facilitate a 'Performing Arts Summer School'. These additional weeks will be paid on an overtime basis and will be in consultation with the Director of Performing Arts and with sufficient notice.

The post has been graded at NJC Grade 6. Actual salary will be in the range of £16,856 to £19,392 depending on experience.

The person appointed to this post must subscribe to the ethos of the academy and have an understanding of what we are trying to achieve. As well as the technical and practical skills required to carry out the work outlined in the Job Description, flexibility, the ability to work well under pressure and under his/her own initiative and a commitment to high standards in personal work are essential for this position. He/she must also be a good team worker able to relate to a wide variety of people in a complex organisation, and be able to respond promptly to teachers working under pressure of time. He/she must also be able to demonstrate a good record of attendance and punctuality in previous employment and be of smart personal appearance and must be willing to undertake additional training as required to support his/her professional development.

THE PERFORMING ARTS DEPARTMENT

The Performing Arts Department moved into new purpose built premises in September 2007, and this saw Music, Music Technology, Dance and Drama, together with the technical and administrative team, suited together for the first time in the history of the school. Music is suited in three purpose built studios, including a professional standard recording studio. Drama has two main teaching studio, sharing a further studio with the Dance department. Together with our main 400 seat Performance Hall, the Dance accommodation consists of two Dance teaching studios (one shared as above), both with fully sprung floors, sound systems and mirrors.



The Fallibroome Performance Hall, completed in 2000, is central to the Performing Arts suite. It is used extensively by the department, the wider school and indeed the wider community. The area has been further enhanced by a media suite, including a small television studio managed by our media technicians. Further accommodation includes a staff workroom, administration office, technicians' room, a foyer area, five instrumental teaching rooms and a classroom for teaching GCSE and A level theory across all disciplines.



You would be joining a team comprising the Assistant Principal responsible for the direction of Performing Arts, Directors of Teaching and Learning in Drama, Dance, Music and Media Studies, further full time and part-time teaching staff, two arts administrators and a team of two technicians. The team thrives on excellent communication, commitment, drive and good humour and, perhaps most importantly, a passion for the arts! The Performing Arts Departments produce not only consistently outstanding examination results but public performances of an extremely high standard, involving a considerable number of students. The appointed candidate would be expected to contribute fully to this programme, and to bring fresh ideas and approaches to curricular and extracurricular work. Together with annual events such as concerts and dance shows, recent productions have *included Sister Act, Footloose, Grease, Macbeth* and *Hood* as part of the National Connection programme! All departments run an extensive programme of extracurricular activities to meet the needs and interests of all students.

Drama, Dance and Music are taught to all students at Key Stage 3, and students are able to opt for any of the subjects at GCSE and AS/A level, where Music Technology and Media Studies are also introduced. There are also a small number of students who follow the BTEC Dance programme.



The department works extensively with a network of partner primary and special schools. The successful candidate will work with these establishments, often in situ, supporting partner staff in developing their own skills and resources. This role will involve considerable 'front end' liaison with our partners, working with the Key Stage 2 to 3 'transition' process, and thus good communication skills are essential. These activities are also supported by a range of other programmes such as our arts summer schools.



As a venue for Cheshire Rural Arts we host termly productions from companies such as Action Transport and The Sterling Trio, and find as many opportunities to link these with the arts experience of our students. We are also a member of the International Schools Theatre Association (ISTA) and are soon to host our own mini ISTA festival in 2015. There are opportunities to engage in all these areas.

The Dance Department

The Dance Department is an outward looking, highly committed team of two full-time teachers, delivering Dance within the curriculum to all year groups. Dance is a discrete art form with a rich and diverse social and historical context, which is constantly evolving. We believe passionately that Dance is a powerful tool for learning and has the potential to build the creativity and confidence of young people as well as developing essential life skills.



In Years 7 & 9, students have one lesson of Dance over the two- week timetable cycle and in Year 8, students have one lesson of Dance every week. In Years 10 & 11, students follow the AQA GCSE Dance and EDEXCEL BTEC First Award in Dance. We also offer AQA A/S and A Level Dance. Students are encouraged to be motivated and willing to work hard so that they achieve their full potential within a supportive learning atmosphere. The Dance Department prides itself on the positive relationships we build with our learners which is clearly reflected in the growing numbers of students opting for

the subject in KS4 and 5. Dance is taught in two purpose built studio spaces, both with sprung floors and mirrors. Our GCSE and A Level Results are consistently outstanding, with a good number of our students leaving to undertake further study in Dance at University or Vocational Schools.

We have an extensive extra-curricular programme which includes Pulse Dance Company for students in KS4/5, Pulse 2 Dance Company, our KS3 company and Evolve Dance Company for gifted and talented students in Years 7 – 13. We also run Dance Clubs for students in Years 7 – 9, a Boys Dance Company and offer Breakdance classes with a visiting teacher. In addition to our annual dance show and Dance Platform events throughout the year, we have also been involved with UDance, performing at The Lowry as part of the North West Regional Platform Event and undertaking residential courses with our GCSE Students at the Conway Centre in Menai, North Wales. We enrich our curriculum offer with visits by visiting artists including dancers from Rambert Dance Company and visiting companies including Verve Dance Company and Lo Giudice Dance Company, who have performed at Fallibroome as part of their European tours over the past five years.



The Drama Department

The Drama department is a well-established, thriving, dynamic and extremely busy curriculum area. There are currently four Drama teachers who are experienced practitioners and committed to the continued success of the department. We pride ourselves on having high expectations of all students, and at the core of our pedagogy, is consistently outstanding teaching and developing positive working relationships with both staff and students alike.

We are highly committed to offering our students diverse and interesting extra-curricular projects and opportunities, and as a member of the department you would be expected to contribute to this provision. This would include afterschool clubs and rehearsals, as well as some evening events run across the Performing Arts Department throughout the academic year. This year, some of our projects have included the National Connections programme in conjunction with the National Theatre and the Shakespeare Schools Festival. We value the experience our students gain from attending the theatre and there are numerous trips run throughout the academic year.

Our results at GCSE and A Level are consistently outstanding and the team works exceptionally hard to challenge and engage our students at every key stage.

All students have one timetabled Drama lessons at key stage 3 per week, with Year 7 having three hours within a two week cycle. We currently teach the OCR specification at GCSE and the AQA specification at A Level.



The Music Department

The Music department is a well-established, thriving, and dynamic curriculum area. There are currently four Music teachers who are experienced practitioners and committed to the continued success of the department. We have over 20 peripatetic instrumental teachers that come into school, some of which contribute to our extra-curricular programme. We pride ourselves on having high expectations of all students, and at the core of our pedagogy, is consistently outstanding teaching and developing positive working relationships with both staff and students alike.

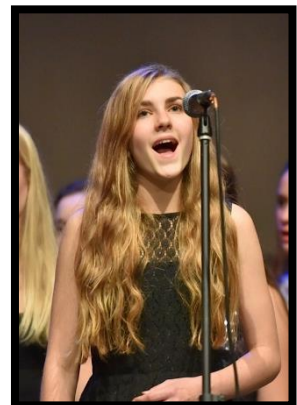
We are highly committed to offering our students diverse and interesting extra-curricular projects and opportunities, and as a member of the department you would be expected to contribute to this provision. This would include afterschool clubs and rehearsals, as well as some evening events which run across the Performing Arts Department throughout the academic year. Each year the Christmas and Spring Concert takes place in the Fallibroome Academy Hall to an audience of over 400 people where our leading ensembles perform. These ensembles include the Big Band, the Senior Orchestra, the Senior Wind-band, the Senior Choir, Man Choir, Samba Band, Songbirds and Lower School Wind-band. We have numerous smaller concerts which are used as a platform for our students to perform. These include the Sixth Form concert, Guitar Sessions concert, Lower School concert and Year 10 concert. We also have an acoustic evening which highlights the talents of our best performers throughout the school. Further to this our students perform at festivals and events around the Macclesfield area throughout the year. This year there is a Music tour to Malta for our Senior Wind-band and Senior Choir, and our school ensembles are entering the Music for Youth competition. We value the extra-curricular programme and recognise the experience our students gain from seeking these opportunities.

Our results at GCSE and A Level are consistently outstanding and the team works exceptionally hard to challenge and engage our students at every key stage. All students have one timetabled Music lesson at Key Stage 3 per week, with Year 7 having three hours within a two week cycle. We currently teach the Edexcel specification at GCSE and A Level.



The Fallibroome Performing Arts Facebook page will give you an insight into some of the work that goes on within the department.

Please visit our website: <http://fallibroome.academy/department/performing-arts/>



FALLIBROOME ACADEMY – JOB DESCRIPTION

JOB TITLE:	Performing Arts Co-ordinator	JOB REF:	TFA (AC) 005
RESPONSIBLE TO:	Director of Performing Arts	GRADE:	6

BASIC JOB PURPOSE:

1. To provide effective administrative support to the Performing Arts department to ensure the effective delivery of the curriculum in dance, drama and music.
2. To be responsible for the organisation and delivery of events management for the Performing Arts department's extra-curricular activities such as concerts and school productions.
3. To manage the organisation of instrumental tuition in the school including timetabling, recruitment and supervision of peripatetic teachers and the oversight of external instrumental examinations.
4. To represent the Arts College at school, local and national levels in order to establish partnerships and sponsors relevant to the Performing Arts at Fallibroome.
5. To line manage the Performing Art's Administrative Assistant.

MAIN RESPONSIBILITIES:

1	To deliver all aspects of administrative support including word processing, diary management, data entry and web page maintenance, to the Performing Arts Department.
2	To promote and market the Performing Arts programme, including events, workshops and exhibitions, liaising with member schools of the Fallibroome Trust, the Fallibroome Learning Community, other partners, the local community and external organisations.
3	Under the direction of the Performing Arts Director, to arrange for the production of publicity material for the Performing Arts Department having oversight of content, layout and images, e.g. Performing Arts College "What's On", the school's website, newsletters and notice-boards.
4	To seek new opportunities to maximise Arts College income from training, new projects, business links, visits and events and be responsible for the invoicing process to ensure collection of all revenue owed.
5	To manage the instrumental teaching service, including timetabling, attendance and invoicing.
6	To assist the Arts College Director in the recruitment and appointment of peripatetic instrumental teachers and to take responsibility for ensuring the personnel department are kept fully informed on this recruitment activity.
7	To be responsible for all aspects of the external musical instrumental examinations, this includes administration of entries and attendance/supervision of the exam days which are held on specific weekends through the year.
8	To be the first point of contact for the Performing Arts College, dealing with all enquiries and ensuring an efficient service for all partnerships and external organisations.
9	To be the department's First Aider and to deploy to other areas of the school as required.
10	To be responsible for all ticket allocations in respect of Performing Arts events, liaising with the Finance Office in respect of ticket purchases through Wisepay and/or cash/cheque payments.

11	To act as front of house at all Performing Arts department events having responsibility for seating, fire officer deployment and provision of refreshments during production intervals.
12	To be responsible for the administrative organisation of the Arts College's 'Summer School' and to act as the course supervisor during this two-week provision which is held during the school summer holidays.
13	To take responsibility of one's own training needs; attending INSET training and to attend relevant external courses as necessary.
14	To take part in performance management and be responsible for the performance management of others.
15	To actively safeguard and promote the welfare of children at all times.
16	To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager.
Notwithstanding the detail in this job description, in accordance with the Academy's Flexibility Policy the job holder will undertake such work as may be determined by the Principal/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.	

PERFORMING ARTS CO-ORDINATOR

PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Educated to Degree level or equivalent		√
Educated to at least GCSE 'A' Level or equivalent	√	
GCSE in Mathematics & English	√	
A First Aid Qualification		√
EXPERIENCE		
Experience of working with young people	√	
Experience of working in an educational establishment		√
Experience of supervising/supporting small groups		√
Experience of working in a theatrical/concert venue setting		√
Experience of working with the general public in a customer focussed environment	√	
KNOWLEDGE AND SKILLS		
Ability to build and form good relations with colleagues, students, parents/carers and external agencies	√	
Outstanding communication skills, both verbal and written	√	
Ability to work constructively as part of a team but also individually with minimal supervision	√	
Excellent literacy and numeracy skills	√	
Ability to use ICT packages and equipment effectively	√	
Efficient and meticulous in organisation	√	
PERSONAL QUALITIES		
A tangible enthusiasm for the Performing Arts	√	
Ability and willingness to 'go the extra mile'	√	
A diplomatic and patient approach	√	
Initiative and ability to prioritise workload even when under pressure	√	
Ability and a commitment to work flexibly, adopt a 'hands on approach' and to respond to unplanned situations	√	
A desire to enhance and develop skills and knowledge through CPD	√	
Evidence of exemplary attendance and punctuality	√	
Commitment to the highest standards of child protection	√	
Recognition of the importance of personal responsibility for Health and Safety	√	

PERFORMING ARTS CO-ORDINATOR

PROCEDURE FOR APPLICATION

If you wish to be considered for this vacancy you should complete an application form and describe how your experience and particular achievements make you a strong candidate for this position.

Please note that only applications on the school's application form will be considered. Candidates who submit a CV only will not be short-listed. Additional sheets may be attached to the back of the application form if there is insufficient space.

Completed applications should be returned to:

Miss A Childs
PA to Headteacher & Vice Principal
The Fallibroome Academy
Priory Lane
Macclesfield
Cheshire. SK10 4AF

Email: jobs @fallibroome.org.uk
Tel: 01625 827898

The closing date for applications is **noon on Monday 5 February.**

If you have not heard from the school within three weeks of the closing date, please assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

The Fallibroome Academy is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.