



**Relief Theatre Technician**  
**RECRUITMENT PACK**  
Horizon Community College

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*We are very confident that the college will go from strength to strength.*

# Welcome



Mr Nick Bowen

Horizon Community College opened its doors in September 2012 with the challenging ambition of raising achievement to a level that would put the college among the top 10% of schools in the country. With an extremely positive Ofsted report describing the college as 'Good' in every category, achievement and attainment significantly above the national average and an enviable staff base, we are well on our way to achieving this.

We have a vision for redressing the imbalance, re-shuffling the pack and giving the young people of Barnsley a better hand – a better deal - breaking the 'vicious circles' of underachievement and low aspiration and transforming the lives of every young person.

Examination results have been consistently high since Horizon Community College opened. Success in the English Baccalaureate subjects: English, Maths, Science, Humanities and Languages means that the number of students achieving the English Baccalaureate is extremely high and significantly above the national average. Examination results in other subjects: the Performing Arts, Art, Photography, PE, RE, Computing, Textiles, Sociology, Business Studies are also exceptionally high. We are extremely proud of these achievements which place the school in the top 27% of schools in the country.



Mrs Claire Huddart

It is heartening to see so many students taking on leadership roles within the college and within the wider community. We want Horizon Community College to be at the heart of this community and the impact of community enterprise activities and the full car parks up to 9.30pm in the evening highlight just how far we have come in achieving this goal too.

New Year 7 students, who start in July rather than in September, benefit greatly from having their own 'school' within the college, where they spend most of their working week. In effect, Year 7 students attend the smallest secondary school in Barnsley, but have access to the best facilities in the country.



Mrs Margaret Gostelow

We want young people to leave Horizon Community College well qualified and with a unique skill set that will enable them to stand out from the crowd. We want young people to be in possession of a passport of leadership and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area.

The following pages detail our Strategic Priorities and Learner Expectations and Attributes. To get a further insight into life at Horizon, [click here](#) for our latest College video.

We are proud of the professional development opportunities that exist for all staff. A full programme of CPD runs throughout the year. This is often tailored to the particular needs and stage of staff, from ITE, NQT, RQT through to leadership programmes. Where necessary we use external trainers with national profiles. For example, we are currently working closely with Gavin Clowes in our work on Kagan Co-operative Learning, and Mark Finnis around Restorative Practice.

We are extremely proud of what has been achieved within the first five years and hope you are as excited as we are about the next five. We trust this document provides you with the information you need.

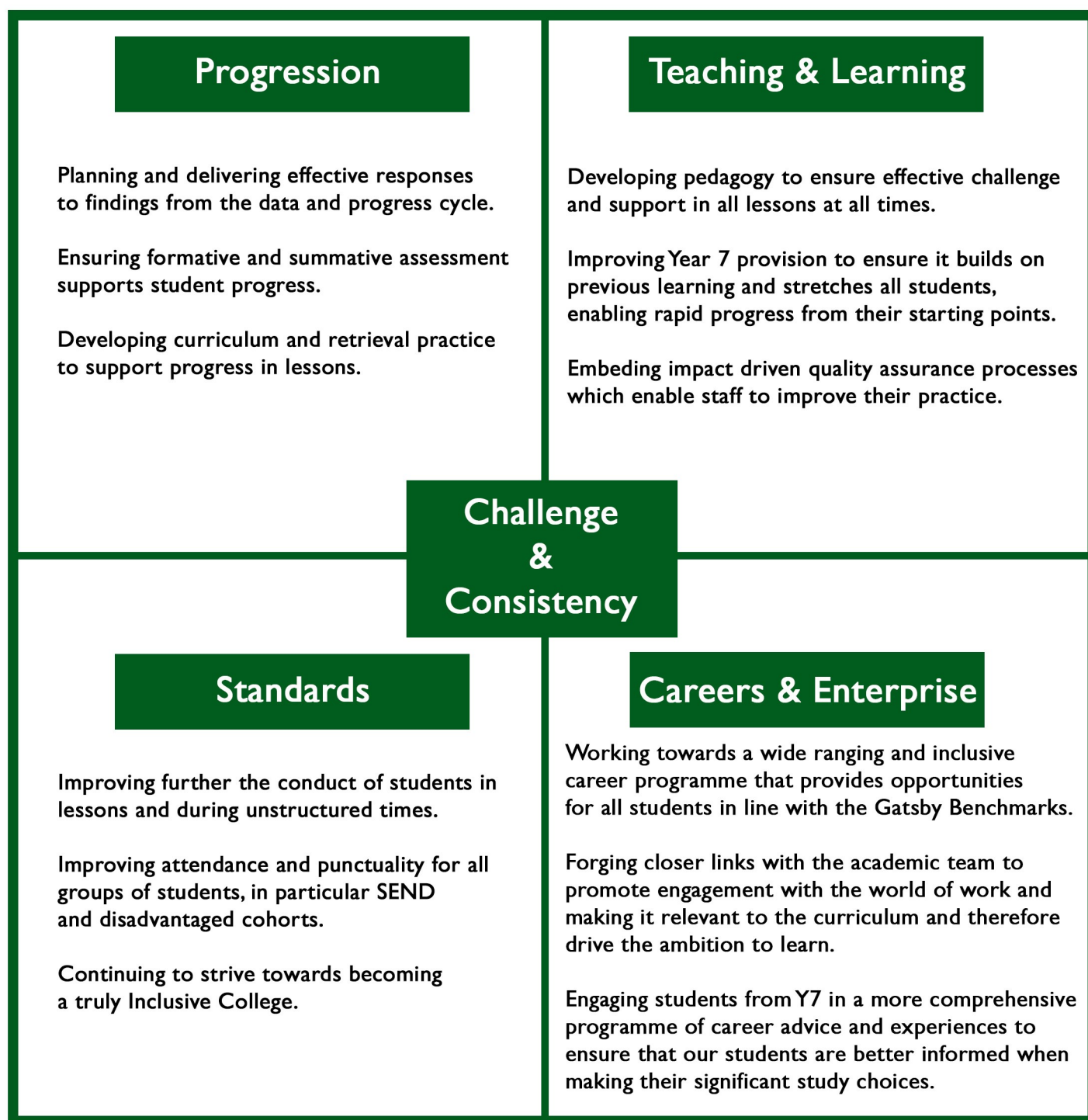
Nick Bowen  
Executive Principal

Claire Huddart  
Principal

Margaret Gostelow  
Chair of Governors



# Strategic Priorities 2018-2019



Our strategic priorities summarise our plans here at Horizon community college as we continue on the journey to achieve our ambition of being a school placed in the top 10% of all schools nationally and where students are positive role models.

**Claire Huddart (Principal)**



# Learner Expectations and Attributes



## Expectations

## Attributes

### Approach

### Relationships

### Ready to Learn

**Pride**

- Be smartly dressed, in correct uniform
- Take pride in all you do, especially with written tasks

**Organisation**

- Bring correct equipment to every lesson
- Organise your study time and complete homework to the best of your ability

**Effort**

- Be conscientious - go above and beyond with tasks set
- Actively look to improve your work

**Engagement**

- Be focussed and attentive in lessons
- Act on advice and feedback at all times

**Questioning**

- Contribute in every lesson
- Ask questions to deepen your knowledge and understanding

**Honesty**

- Take ownership of what you say and do
- If you make a poor decision, own up to it and learn from it

**Respect**

- Follows staff instructions straight away and without argument
- Be polite and courteous to others

**Kindness**

- Be considerate and supportive of others
- Treat others as you would expect to be treated

**Teamwork**

- Engage with Kagan cooperative learning
- Take on an active role within the team, readily sharing ideas and information

**Tolerance**

- Value others regardless of sexuality, race, faith, gender or disability
- Accept the quirks of others

**Independence**

- Demonstrate dedication & commitment
- Be self-disciplined and evidence self-direction

**Resilience**

- Persevere and recognise it is alright to make a mistake
- Respond well to constructive criticism

**Communication**

- Be able to explain your point of view
- Communicate clearly so others can understand

**Inquisitiveness**

- Demonstrate a love of learning
- Seek to discover new things and be prepared to take risks

**Confidence**

- Approach all challenges with a positive mindset
- Be willing to take on leadership roles

4

Rarely meets expectations and demonstrates few of the attributes.

3

Sometimes meets expectations but is inconsistent, and demonstrates some of the attributes

2

Meets expectations most of the time and demonstrates some of the attributes.

1

Consistently meets expectations and demonstrates most or all of the attributes.

# Child Safeguarding Policy

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) check will be undertaken for the successful applicant.

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for Horizon who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit:

<http://www.horizoncc.co.uk/safeguarding/>

# Relief Theatre Technician

**Location: Horizon Community College, Barnsley**

**Salary: Grade 2, point 9—£9.86 per hour**

**Hours: As and when required**

**Type: Relief**

**Closing Date: Monday 21 January 2019**

An exciting opportunity has arisen to work as part of the technical support department for the College and the Horizon Theatre.

We are looking for an individual who has excellent technical skills in sound and lighting systems within a theatre or similar environment.

Previous experience of working in a Theatre or similar working environment is essential. The successful candidate must have the ability to be flexible and reliable in terms of working arrangements.

Qualifications required are a minimum of 4 GCSE's (Grades A\* to C) including English and Mathematics. For those not possessing these qualifications experience in a similar environment must be demonstrated.

*This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A disclosure and barring services check will be undertaken for the successful applicant.*

# Job Description

## Job Description

**BARNSLEY**

Metropolitan Borough Council

**DIRECTORATE/DEPARTMENT:** Children, Young People and Families

**SERVICE AREA:** Horizon Community College

**SECTION:**

**JOB TITLE:** Relief Theatre Technician

**JOB REFERENCE NO:**

**GRADE:** Grade 2

**RESPONSIBLE TO:**

Senior Theatre Technician / Theatre & PA Technician

**EMPLOYEE SUPERVISION:**

None

**DATE AGREED:**

**BY WHOM:**

### Purpose of Post:

- Assist with technical support in the Horizon Theatre and the College
- Assist and support with the co-ordination of events at Horizon Community College

### Duties and Responsibilities:

- Assist with and support in the co-ordination and use of performance equipment in college
- To assist and support clients to ensure the best use of Theatre resources including audio and visual effects.

### Support for the College

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure every child is valued for whom they are and that all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the College.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

*The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*



# Person Specification

## EMPLOYEE SPECIFICATION

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post, then all the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Post Title Relief Theatre Technician	School: Horizon Community College	Grade: 2
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Criteria No	Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential/Minor)
	<b>Relevant Experience</b>	Experience of working in a similar environment	Application form/interview	Essential
		Experience of working as part of a team.	Application form/interview	Minor
		Experience of working with children and young people.	Application form/interview	Minor
		Experience of working with external contacts.	Application form/interview	Minor
		Experience of working with sound and lighting equipment (software and hardware)	Application form/interview	Essential
		Experience of working with music technology equipment (software and hardware)	Application form/interview	Minor
	<b>Education and Training Attainments</b>	4 GCSE's (Grades A to C) including English and Mathematics.	Application form/interview	Essential
		For those not possessing these qualifications experience in a similar environment must be demonstrated.		
	<b>General and Special Knowledge</b>	Excellent subject knowledge	Application form/interview	Minor
		Knowledge of sound and lighting equipment (software and hardware)	Application form/interview	Essential
		Knowledge of music technology (software and hardware)	Application form/interview	Minor

	<b>Skills and Abilities</b>	Ability to be organised.	Application form/interview	Minor
		Ability to work on own initiative and work to deadlines.	Application form/interview	Minor
		Ability to prioritise a range of tasks.	Application form/interview	Minor
		Ability to communicate effectively at all levels.	Application form/interview	Essential
		Ability to use ICT applications	Application form/interview	Essential
		Ability to be flexible and reliable in terms of working arrangements.	Application form/interview	Essential
		Ability to organise and manage practical resources.	Application form/interview	Essential
		Ability to maintain appropriate relationships with children and young people.	Application form/interview	Essential
		Commitment to the safeguarding and promotion of the welfare of children and young people.	Application form/interview	Essential
		Ability to work accurately and methodically under pressure	Application form/interview	Essential
		Ability to maintain appropriate relationships with staff, students and customers	Application form/interview	Essential
	<b>Additional Factors</b>	Willingness to undertake any necessary training	Application form/interview	Essential

In compiling this, please refer to the Section 'Review Job Description and Employee Specification' in the Recruitment and Selection Code of Practice.

# Further Information

Should you wish to discuss the role further please contact us on 01226 704230.

Please read the [Guidance Notes for Applicants](#) before completing an application form.

This is an exciting and rewarding role and we look forward to receiving your application.

## **The Application Process**

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.