**St Mary’s Church of England High School**

**JOB DESCRIPTION**

**Whole School & Performing Arts Technician**

**SCALE: H 3 (5-6) (30 hrs per week Term-Time)**

**Responsible to: Performing Arts Director and SLT Line manager for Performing Arts T& L Area**

**Responsible for: No staff**

**Personal and Professional Standards:**

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

All staff are to:

* support the aims and ethos of the school
* have regard to the Church of England character of the school and not to do anything in any way contrary to the interest of its foundation
* set a good example in professional dress and appearance, punctuality and attendance
* take responsibility for personal development and training as a consequence of the performance review cycle
* attend team and staff meetings as appropriate, contributing actively whenever possible
* provide a courteous, prompt and polite service to all members of the school community, including parents/carers, students, all staff, contractors and suppliers and other visitors
* actively contribute to the school’s mission statement by forming positive relationships within the school’s community and working collaboratively and in good humour with other colleagues as appropriate or when directed
* be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

**Main Purpose:**

1. To promote actively the safeguarding and wellbeing of all students
2. To maintain a high quality of display on noticeboards in corridors and around the school
3. To act as photographer/film recorder for whole school key events
4. To support operation of the Sound and Light and special effects systems in the main hall
5. To provide support to the Performing Arts Teaching & Learning Area preparing/maintaining tools, equipment and materials for lessons and teaching and learning area displays
6. To support teachers and students by preparing materials, laying out and clearing classroom before and after lesson delivery
7. Maintain and ensure all machinery, equipment and teaching resources are in good order
8. The postholder will also undertake a practical health and safety role for the Performing Arts Teaching and Learning Area
9. Promote inclusion and achievement of students to achieve their potential
10. To uphold and support actively all school policies and the Christian ethos of the school

**Key Tasks & Responsibilities**

**Resources Equipment and Stock**

* Be responsible for maintaining accurate records and inventory of stock and resources and procuring stock using the school systems. Work with the line manager and teaching staff to ensure current stock levels meet the needs of the Teaching & Learning Area
* To arrange in conjunction with the Finance office, for the regular maintenance and repair of tools, machinery and equipment for the PA Teaching & Learning Area
* To order materials, resources, tools and equipment via the normal school procedure, as required and authorised by the PA Director of Teaching & Learning
* To ensure that each all specialist Performing Arts teaching rooms and storage areas are tidy and clean, including the cleaning of sinks, draining boards and resource stores
* To carry out daily visual checks of all tools and equipment before being used by students and staff
* To report all Health and Safety hazards to the appropriate subject teacher or PA/Director of T&L. and the Business Manager
* Ensure appropriate Teaching & Learning area health and safety records are current and accurate. Conduct audits as directed by the line manager
* Maintain “Accident and Near Miss Logs” and refer any concerns to Director and Business Manager
* Ensure that all risk assessments are filed in the Teaching & Learning area’s health and safety file and with the Business Manager and that safe practice follows that detailed in the risk assessments. Alert staff to review dates.
* Maintain the team and working environment and ensure that it complies with all health and safety requirements for technology workshop
* To ensure all potentially hazardous materials, tools and equipment are kept securely and in keeping with health and safety guidance

**Teaching & Learning**

* Prepare for use any teaching resources and equipment as directed by the teaching staff
* Work closely with teaching staff in the classroom during practical activities. Provide support for students as directed by teaching staff during lessons and interventions
* Collate and maintain Teaching & Learning Area records and administration systems as directed by line managers within school policies and procedures e.g. filing resources
* Support teaching staff in the production of differentiated resources to support the learning needs of students including those with Special Educational Needs and those who are more able.
* To oversee the return of systems and materials to appropriate storage areas, and any systems for hiring/loaning out equipment
* To oversee safe storage of student work for Teaching & Learning Area subjects
* To undertake copying, production and reproduction of materials and resources for teaching staff and student groups

**Other Duties**

* Undertake training and personal development to maintain at least a good knowledge and understanding of required standards related to health and safety, COSHH and any other relevant body as directed by the line manager, Business Manager or Head Teacher
* Use ICT systems to facilitate support and administration, ensuring up to date knowledge of appropriate systems and equipment
* Provide technical support with the production of resources for whole school and or special events e.g. scenery for plays etc..
* Any other duties and tasks including attending meetings as required, supporting students and meeting the needs of the school. This will include attendance at occasional evening events e.g. Secondary Transition Evening
* To assist in preparation of materials for classroom and corridor displays and to oversee the maintenance of a high quality of display around the school in the Teaching and Learning Area
* To support specialist staff with the operation of the sound & light and special effects box in the main hall
* To undertake any other duties, appropriate to the grade, as directed which may reasonably be regarded as within the nature of the duties and responsibilities of the post.

As there is a high degree of contact with children, an enhanced DBS disclosure check will be sought for this post as part of pre-employment checks

September 2022