

Updated November 24

As a department we are looking to develop our staff and are keen to help progress staff through CPD where needed or desired. If you are ready for a new challenge and enjoy working with an organisation where no day will be the same, then please apply.

‘All about the Child’

At HET, we aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

‘What about Sam’

Sam is the name we have given to the notional Hamwic child. By asking ourselves ‘What about Sam?’ we ensure that we put our students at the heart of our decision making.

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:

- Can prepare and set up equipment and materials for Performing Arts classes, ensuring lessons run smoothly and efficiently.
- Can maintain and manage Performing Arts inventory, ensuring supplies are stocked and readily available for staff and students.
- Can demonstrate and enforce safe working practices within Performing Arts spaces, ensuring all safety protocols and regulations are adhered to.
- Can provide assistance to teachers during practical lessons, supporting students with the use of technical equipment such as lighting, sound, instruments, and staging.
- Can assist in the upkeep and repair of Performing Arts equipment to ensure continued functionality and safety.
- Can oversee students during Performing Arts sessions, fostering a productive and disciplined learning environment.
- Will stay up to date with best practices in technical theatre, equipment management, and Performing Arts education, engaging in training and development opportunities.

WE CAN OFFER YOU:

- Excellent CPD opportunities and Training and Development Programmes
- In-house Teaching School
- An individual induction programme supported by a mentor
- Networking groups for Teachers, Business Managers, Site Teams and IT staff
- Eligibility to join the Teachers’ Pension Scheme or Local Government Pension Scheme
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met)
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal through Vivup

- Free confidential telephone and face to face counselling for staff and family members

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy, please view the linked documents on our website, www.westonsecondary.co.uk:

- Headteacher's welcome
- Job description
- Person specification
- Application form

These can also be found at www.hamwic.org. Please return the completed Application form to Mrs Tracey Harper, hr@westonsecondary.co.uk

Where applicable, potential candidates may benefit from a tour of the school. Please note, any candidates requesting a tour will be asked for their current place of work which will allow the school to verify, where possible, the name and place of work given. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

Successful candidates will be subject to online searches.

Applications will be reviewed as they are received. An early application is advised with interviews possibly being arranged in advance of the closing date. Weston Secondary School reserves the right to make an appointment before the closing date.

SAFEGUARDING:

All schools within HET are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

THE EDWIN JONES PARTNERSHIP

The Edwin Jones Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our students and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

Job Description

Post title:	Technician – Performing Arts
Responsible to:	Head of Department
Accountable to:	School Leader
Line Management	N/A
Type	Support
Pay scale	Grade 7
Contracted Hours	37 hours per week, TTO
Working time:	8.00am-4.00pm, F 8.00am-3.30pm

Key Purpose

- To provide technical and curriculum support services to the Performing Arts Department.
- To work as part of a team to support the smooth running of the department and contribute to the School Improvement Plan

Key responsibilities:

- Liaise with teaching staff and other technicians to identify technical support needs generated by the curriculum.
- Ensure that appropriate stock level of apparatus and tools are maintained.
- Place and process orders, ensuring spending is in line with departmental policy.
- Keep appropriate financial records, keeping Head of Performing Arts informed of expenditures and liaising with the finance department as appropriate.
- Identify equipment needs in consultation with teaching and technician staff to participate in the selection of new equipment.
- Organise and store equipment, apparatus, tools and materials.
- Participate in the development of the Performing Arts department's technical and practical facilities to meet teaching/learning needs.
- Organise the maintenance and repair of departmental apparatus and equipment and have overall responsibility for maintenance records.
- Ensure the maintenance of room services and facilities, liaising with the Head of Performing Arts.
- Prepare apparatus, tools and materials and set up equipment for use in practical classes.
- Set up and, on occasion, carry out demonstrations.
- Maintain, retrieve and clean away apparatus/ tools etc. after use.
- Ensure that the requirements of practical assessments and examinations are met, including preparing, setting up and testing materials, apparatus and equipment.
- Give technical advice to teachers and students assisting in practical classes as appropriate.
- Maintain displays in the Faculty as requested by specialist teachers.
- Contribute to the development of the Faculty's practical work.
- Ensure that high standards of health, safety and security are maintained in relation to the department's technical service in accordance with School/Trust policy.

Responsibilities of all school staff

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- support the attitudes, beliefs and values alongside the vision of WSS;
- contribute as a member of the WSS Team to aspects of school life which enhance our community;
- attend and contribute to staff meetings and INSET days as required;

- take responsibility for safeguarding and children's welfare and ensure the immediate reporting to the DSL or a Deputy DSL of any safeguarding matters which place a child at risk or potential risk;
- be aware of health and safety issues and act in accordance with the school's Health and Safety policy;
- maintain positive discipline and uphold school policies and practices at all times, ensuring a safe, stimulating and positive learning environment for all students;
- maintain appropriate standards of professional appearance and conduct and to ensure that all interactions with students, staff, parents, governors and visitors reflect a commitment to high professional standards of courtesy and behaviour and effectively contribute to the safeguarding of learners at all times;
- keep their Line Manager/ SLT apprised of any concerns whilst undertaking this role.

Professional development

As part of your performance development, ensure that you:

- fully engage in the Professional Development and CPD programme as required;
- contribute to the setting of your own performance development targets which ensure WSS improvement outcomes are met;
- regularly review your own practice and set personal targets in consultation with your line manager;
- take responsibility for, seek out and engage fully with CPD in order to support your development as a practitioner (all WSS staff have access to the full suite of training available from The National College);
- maintain accurate and up-to-date professional development records on your Bromcom file;
- disseminate best practice further to CPD opportunities made available to you.

NB.

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school's published Policy and have regard to the Teachers' Conditions of Employment.
- This job description is not necessarily a comprehensive definition of the post.
- This job description will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- To carry out any other duties that are commensurate with the role as requested by the Headteacher

Headteacher/line manager's signature	
Date:	
Postholder's signature	
Date:	

Person Specification

Qualifications and training	Essential	Desirable
<ul style="list-style-type: none"> Excellent literacy/ numeracy skills: minimum requirement grade C+ in GCSE English and Maths Relevant further qualification at NVQ Level 3 (or equivalent) First aid certification 	✓	
<ul style="list-style-type: none"> Recent and relevant professional development Further professional qualification 		✓
Experience/employment record	Essential	Desirable
<ul style="list-style-type: none"> Ability to build effective working relationships with staff and other stakeholders A good understanding of business administration and several years' practical experience of administrative processes Several years' experience in a comparable role, and demonstrable skills in practical skills, data input and management Experience at working with young people A good working knowledge of the Bromcom system Ability to analyse and interpret information Work planning ability Ability to analyse and interpret a variety of data Ability to concentrate on detailed work for short/medium periods of time Ability to deal with conflicting priorities and cope with pressure Ability to concentrate for short /medium periods of time Ability to be flexible and cope with interruptions in workload Ability to communicate effectively to a range of audiences, through good written and oral communication skills 	✓▪	
<ul style="list-style-type: none"> Use of assessment and attainment data and information Experience working in a school set in an area of deprivation 		✓▪
Personal qualities, skills and attributes	Essential	Desirable
<ul style="list-style-type: none"> High expectations of all students Excellent communication skills A positive role model who creates a good first impression Confident ICT user Ability to plan, prioritise and organise self and others Commitment to raising standards Calm, adaptable, dependable, resilient and reliable Collaborative and a good team player Commitment to further own professional development A commitment to promoting and safeguarding the welfare of young people Has 'presence' around the school Able to follow direction and accept challenge and feedback in a positive and productive way An understanding that getting better never stops Ability to be flexible and cope with interruptions in workload 	✓	

