

Salendine Nook High School

Performing Arts Technician / Educational Teaching Assistant

JOB DESCRIPTION

Grade: 6

Purpose: Under the guidance of the teaching / senior staff, to co-ordinate the use of the practical resources and facilities, provide assistance with the day to day running and maintenance of the department and provide advice in meeting practical needs.
Also assisting the teacher in the overall delivery of the curriculum and undertake work / care / support programmes to enable access to learning for all students. Work may be carried out in the classroom or outside the main teaching area.

Key Areas:

1. Servicing of equipment and general repairs.
2. Advisory.
3. Administration.
4. Teaching support.
5. Curriculum activities.
6. General.

Duties and Responsibilities:

- 1. Technician Support**
- 1.1 To assist in the maintenance and repair of materials, stock and apparatus required for demonstration and practical work.
- 1.2 To deliver equipment and resources to classrooms as requested.
- 1.3 To support students and teachers with technical issues that may arise during the school day as well as assisting with the performance work of our key stage 4 students in Performing Arts.
- 1.4 To provide technical support in sound and lighting for school productions and performances.
- 1.5 To be available for weekend/evening rehearsals and exam performances as required.
- 1.6 To maintain equipment to required standards, including diagnosing technical problems and obtaining estimates for more complex repair work.
- 1.7 In consultation with the Head of Department, to test new equipment and ICT software and devise new practical work.
- 1.8 To provide an efficient system for ordering, stock control and related record keeping.
- 1.9 To assist in filming and editing of whole school and department promotional material.

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2. Health & Safety

- 2.1 To ensure the safe storage of and/or disposal of equipment and materials in line with recognised procedures and contribute to appropriate risk assessments.
- 2.2 In liaison with the Head of Department, to inspect, maintain and ensure the correct use of safety equipment.
- 2.3 To keep up-to-date with Health & Safety requirements and with developments in Performing Arts.
- 2.4 To give Health & Safety information to teachers and students.

3. Teaching Support

- 3.1 To undertake duties in accordance with school practices and procedures, ensuring the post holder actively upholds and promotes the philosophies of the school.
- 3.2 To work under the direction of the class teacher ensuring that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for students.
- 3.3 Under the guidance of the teacher, supervise activities and assist with the general management and control of students in school.
- 3.4 Under the direction of the teacher, provide one to one support to students or working with small groups of students on pre-planned activities, to reinforce the teachers' approach.
- 3.5 To provide basic clerical duties where required, e.g. photocopying, filing etc.
- 3.6 Under the guidance of the teacher, ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- 3.7 Under the guidance of the teacher, work with individuals or groups of students in accessing school library and in the use of ICT and other relevant resources to support learning.
- 3.8 To participate in and assist in supervision of educational visits, in conjunction with the teacher/line manager.
- 3.9 As directed by the teacher to promote good student behaviour, dealing promptly with conduct and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- 3.10 To undertake relevant training and development as required from time to time by the Principal, and be involved in ongoing development reviews of skills and competencies.
- 3.11 To have prior experience and a strong understanding of using music specific software, e.g. Sibelius and Cubase.

4. Student Support

- 4.1 To provide support and guidance under the direction of the teacher on a one to one basis or to teams of students in their core skills and curriculum needs as per school policies/practices.

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- 4.2 To actively encourage the inclusion of all students to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- 4.3 To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.
- 4.4 As required, to deal with students who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Principal.
- 4.5 To contribute to plans, reviews and evaluations of students by monitoring and recording students' progress and attendance at meetings as required.

5. Curriculum Activities

- 5.1 Under the direction of the teacher, assist in the structured and agreed learning activities / teaching programmes.
- 5.2 To contribute in the presentation of students' work and maintenance of display areas.
- 5.3 To assist with the preparation and tidying of the classroom and upkeep of resources.
- 5.4 To attend and contribute to duty related meetings as required.

6. Training (desirable but not essential)

- 6.1 To meet whole school needs and assist with trips, specifically to drive the school minibus as and when required (training provided).
- 6.2 To be first aid trained and be available to assist in cover of whole school needs (training provided).

7. General

- 7.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's responsibilities towards safeguarding.
- 7.2 Carry out your duties with due regard to current and future School policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, and ongoing performance development and through School communications.

RESPONSIBLE TO: Principal / Head of Department / Subject Teachers

RESPONSIBLE FOR: None