



Stoke Newington School
& Sixth Form



Job Pack
Drama & Theatre Technician
Immediate start

'We have a culture rooted in high expectations for all, which cultivates a love of learning and ambition, together with a strong sense of belonging'

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Drama & Theatre Technician

Salary – Scale 5 £24,500-£25,850

Term time plus 2 weeks, 36 hours per week

Working hours 8:25-16:25 Monday to Friday, with 50 minutes unpaid lunchbreak

Thank you for applying for a pack for the post of **Drama & Theatre Technician** at Stoke Newington School and Sixth Form.

This is an exciting opportunity to contribute to the development of a successful and popular 11-19 inner-city comprehensive school. The School is committed to a culture rooted in high expectations for all, which cultivates a love of learning and ambition for success, together with a strong sense of belonging and civic duty. We have a strong focus on creativity in our classrooms. We believe everyone has creative capacities and know that creativity is the skill of the future. Our students past and present are strong evidence of our success. We aim that every colleague has excellent professional development which leads to every student having an outstanding education.

The Drama department works on school productions alongside class work and group performances for external examinations. We are seeking to appoint a practical person for this excellent and creative school which has 1600 students and over 200 staff.

The ideal candidate will have an interest in theatre productions. Knowledge of lighting and sound systems would be advantageous. Organisational skills and the ability to relate to young people are essential.

Candidates must be able to demonstrate good organisational skills and the ability to assist with utilisation and maintenance of drama equipment. We are looking for a strong team worker, with patience, good interpersonal skills, flexibility of approach and an interest in and positive attitude towards young people.

If you are interested in joining our team please apply via <https://www.tes.com/jobs/employer/stoke-newington-school-and-sixth-form-1050384> alternatively you can download an application pack from our website www.sns.hackney.sch.uk/jobs . Please name your application file with your full name and the role you're applying for and submit to recruitment@sns.hackney.sch.uk

The **closing date** for receipt of applications is **midday Wednesday 29th June 2022**.

Job description – Drama & Theatre Technician

Purpose of the post:

- Manage specialist curriculum/resource function to enable outstanding teaching and learning.
- To be an organised drama technician and support all drama exhibitions and productions
- To run a series of after school workshops on drama for staff and pupils.
- Provide general support in a specific curriculum and resource area, including preparation and maintenance of resources and support to staff and pupils.
- Support all Drama performances and exams.

Direct responsibilities

Support for pupils:

- Use specialist skills/training/experience to support pupils undertaking a wide variety of courses including GCSE, A Level and BTEC as required by Head of Department.
- Use of 'ETC Ion' lighting desk and 'ETC Eos' programming and a 'Behringer Wing' sound desk
- Support pupils in accessing learning activities under the guidance of the teacher.
- Support students in the use of general and specialist equipment and materials including printing and photocopying.
- Management of an equipment loan system to staff and students including specialist drama equipment.
- Ensure the safe digital and physical storage of student work.

Support for staff

- Be responsible for creation and maintenance of purposeful, orderly and productive working environment.
- Be responsible for timely and accurate preparation and use of specialist equipment/resources/materials.
- Production of community lesson/work plans, worksheets, plans etc within an agreed system of supervision.
- Design posters and leaflets promoting the work of the Drama Department.
- To develop and maintain a digital resource bank for the Drama Department.
- Make arrangements for workshops and out of hours classes, including booking external tutors, room preparation etc.
- Take a role in planning, development and organisation of systems/procedures/policies.
- Manage records, information and data, producing analysis and reports.
- Promote and ensure the health and safety and good behaviour of pupils at all times.
- Invigilation of Drama examinations.
- Support Head of Drama with any administration tasks.

Support for the Curriculum:

- Be responsible for the management of stock levels, including ordering, checking deliveries, raising queries, monitoring of a budget in liaison with the Head of Drama, and regular audit of resources.
- Be responsible for maintenance/quality/operation/safety of specialist equipment including printers and photocopiers, dealing with faults and training as appropriate including ETC Ion light desk & Eos & Behringer Wing Sound desk.

- To maintain the asset register for the Drama Department.
- To take a lead on display within the Drama area and communal areas of the school, including setting up the exhibitions, moderation displays for external examiners and external exhibitions, clearly supporting the ethos of creativity and identifying the school as a Specialist in Media Arts.
- To support the wider work of the school as directed e.g. LGBT, Black History Month, Creative Days, liaising with other departments and members of staff as appropriate. This will involve ordering, displays and organisational arrangements.
- To organise and participate in trips within the UK and abroad to support the Drama Curriculum, including booking, recording money, travel arrangements and ensuring risk assessments are completed by the lead teacher.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Provide specialist advice and guidance as required.
- Deliver learning activities to students within an agreed system of supervision in specialist area.

Support for the school:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- Be responsible for the provision of out of school learning activities within relevant discipline e.g. clubs, extra-curricular activities within guidelines established by the school.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
- This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time
- Enhanced DBS check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with

Benefits

- Free access to Employee Assistance Programme
- Free onsite Parking
- Membership to Local government pension scheme (LGPS)
- Use of School Library
- A supportive community of highly motivated students and staff

Person Specification: Drama & Theatre Technician

Essential and/or desirable competencies
<p>Qualifications</p> <ul style="list-style-type: none">➤ NVQ Level 4 or equivalent qualification or experience in relevant discipline. (E)
<p>Experience of;</p> <ul style="list-style-type: none">➤ Working knowledge of relevant policies/codes of practice/legislation. (E)➤ Working knowledge of national curriculum in specialist area, according to particulars of the post. (E)➤ Understanding of statutory frameworks relating to teaching, according to particulars of the post. (E)➤ Excellent numeracy/literacy skills. (E)➤ Working with professional lighting and sound equipment on programmes is preferred (ETC Eos, Sound desk operation and QLab or similar)
<p>Personal Qualities;</p> <ul style="list-style-type: none">➤ Effective use of ICT to support learning. (E)➤ Use of specialist equipment/resources. (E)➤ Ability to self-evaluate learning needs and actively seek learning opportunities. (E)➤ Ability to work using own initiative and with minimal supervision. (E)➤ Ability to prioritise and meet deadlines. (E)➤ To be committed to school improvement and raising standards(E)➤ Ability to relate well to children and adults. (E)➤ Displays commitment to the protection and safeguarding of children and young people.(E)
<p>Skills</p> <ul style="list-style-type: none">➤ Strong strategic, organisational, project management and planning skills to set and work to agreed targets. (E)➤ Ability to communicate effectively in speaking and writing with persons at all levels. (E)➤ To be able to have a strategic view of influences on areas of teaching and learning and ability to challenge existing practices and conventional thinking. (E)➤ Ability to interpret new regulations and legislation and apply these to work area. (E)➤ Ability to develop creative and innovative ideas and practical solutions to meet the needs of the academy and Trust. (E)➤ Ability to form effective new relationships with third parties. (E)➤ To be able to plan, develop, set up and monitor systems and processes to effect change ability to make decisions. (E)➤ Ability to plan own workload, and that of a team of staff. (E)➤ Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff. (E)➤ Able to develop the leadership skills of others as well as to learn from others. (E)➤ A complete commitment to rigour, honesty and accuracy. (E)