



## Imberhorne School

### Role Profile

#### Job Details

<b>Job Title:</b>	Drama and Music (AV)Technician
<b>Salary/ Grade:</b>	NJC Grade 6
<b>Hours:</b>	37 p.w TTO plus 4
<b>Contract Type:</b>	Permanent
<b>Reporting to:</b>	Leader of Learning – Drama Leader of Learning - Music

#### Main purpose

The Drama and Music Technician will:

Provide technical assistance through working with students in the delivery/ demonstration of practical learning activities.

Work with a range of music, media and performing arts systems, preparing teaching areas and maintaining resources.

Provide efficient and timely administrative, practical and technical support to the Music and Drama staff, supporting the departments with all aspects of teaching and learning.

Work flexibly and constructively both as part of a team and under own initiative, contributing to maintaining a positive and enabling environment.

#### Duties and responsibilities

##### Teaching and Learning

Under the direction of the Leaders of Learning for Drama and Music directly support teaching and learning across the department.

- Day to day responsibility for the Music Tech Club and the Drama Tech club
- Team teaching Logic on Macs for Music composition
- Support individual students on a one to one basis to develop their skills in designing lighting or sound, including the programming and efficient operation of the associated equipment.

## **Operational**

- Plan, prepare and set up specific resources/materials/equipment for lessons, under the general direction of the class teacher.
- Implement structured and agreed practical learning activities for groups or on a one-to-one basis, under the direction of, the class teacher.
- Setting up spaces for dance, drama and music lessons and performances.
- Create sound recordings, filming and editing of performances and assessments.
- Undertake routine checks of all equipment, completing or securing appropriate repairs, as and when necessary, to ensure that the resources remain in good working order.
- In conjunction with the Leaders of Learning, source and order equipment in accordance with agreed departmental budgets.
- Ensure the safe and secure storage of allocated resources, materials and/or equipment to prevent unauthorised access and/or misuse.
- Maintain all spaces used by the department in accordance with Health and Safety requirements. This will include but not limited to:
  - Day-to-day visual and formal checks
  - Regularly reviewing, contributing to, or developing necessary Risk Assessments to ensure compliance.
- Provide regular updates within the departments in respect of changes within the industry or technical advancements that will impact or improve outcomes for students.

## **General**

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- Uphold the highest levels of confidentiality, professionalism and integrity so that every engagement contributes to a positive outcome for students, parent/ carers, colleague and other professionals

### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- At all times act in accordance with the schools Health and Safety policies, procedures and good practice guidance, following clear reporting lines and instructions.

### **Professional development**

- Take personal responsibility to update knowledge and understanding by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

## **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

## **Other areas of responsibility**

- The post holder will be required to work outside of normal working hours to support school events, meetings and emergencies.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the individual will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## Person Specification

Criteria	Qualities	Requirements
Qualifications and experience	Minimum standard of GCSE (grade A* - C).	Essential
	Further or higher education qualifications relevant to the field.	Desirable
	Experience of setting up and operating lighting, sound and multimedia equipment to support assessments and performances.	Essential
	Experience of communicating and demonstrating knowledge of specialist equipment and techniques to staff and students.	Desirable
Skills and Knowledge	Working knowledge of relevant legislation, policies, procedures and codes of practice within a relatable area.	Desirable
	Practical knowledge of a range of technical equipment, software, and other associated systems and able to translate these into effective working practice.	Essential
	Ability to absorb and understand a wide range of information and be able to communicate this effectively to others through various mediums.	Essential
	Able to provide training and hands on technical support to troubleshoot day to day issues, as required, to meet operational requirements.	Essential
Personal Qualities	Effective interpersonal skills that can be adapted based on the audience, coupled with an ability to manage difficult conversations and potential conflict.	Essential
	Able to work autonomously, organising and prioritising work, even when under pressure, to meet deadlines and unplanned situations.	Essential
	Able to work flexibly and constructively a part of a team, contributing to maintaining a positive and enabling environment	Essential
	Commitment to enhancing and developing skills and knowledge through CPD.	Essential
	Driving ability and/or willingness to undertake a minibus assessment to support the movement of equipment across sites as required.	Desirable