

BEACON ACADEMY

SUPPORT STAFF JOB DESCRIPTION

POST TITLE: Performing Arts Technician 1

GRADE / SPINAL COLUMN POINT: SCP 6 (£19,171 FTE)

REPORTS TO: Head of Department (Performing Arts)

1. PURPOSE OF JOB:

To provide specialist curriculum area technical learning support at all levels to enrich, enhance, underpin and deliver the learning experience and contribute to pupil development under the guidance of senior staff.

2. MAIN RESPONSIBILITIES

Contributes to ensuring that lessons are conducted in a positive atmosphere, pupil contributions are routinely monitored and recorded, participates and provides related guidance to support curriculum delivery with individuals and groups of pupils to ensure specific learning objectives are achieved.

Provide specialist resource support for experiments, projects or teaching activities to inform, support and engage all pupils and signpost access to a broad range of related learning activities and opportunities.

Prepares and operates complex equipment and undertakes demonstrations to support teaching activity and enhance the learning experience with a particular focus or within a specific curriculum area.

Devises, designs and develops equipment, apparatus, programmes and other teaching aids to support teaching, respond to identified pupil need and enhance the learning experience.

Constructs complex apparatus and equipment, prepares materials and ingredients including hazardous substances. Performs demonstrations to engage pupils and support the teaching and learning process.

Plans and undertakes inspection of a wide range of learning resources and performs or organises routine maintenance, service or repair for safety.

Monitor, order, prepare, store, allocate and dispose of a range of related learning resources and equipment to ensure security and safekeeping.

Maintains an inventory of equipment and materials, records resource usage, distribution and transactions to inform monitoring, replenishment, replacement, enable audit and ensure safe keeping.

Ensures that all equipment and materials are prepared, organised and available to facilitate planned teaching and learning activities within a specific area of focus or activity.

Monitor pupil's and young people's conduct and behavior throughout the mainstream learning process and intervene to resolve complex, difficult or challenging issues using appropriate techniques, skills strategies and routine sanctions to de-escalate potential very difficult situations or resolve conflict with individual and groups of pupils and establish, maintain or restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.

3. SUPERVISION / MANAGEMENT OF PEOPLE

The post holder has no supervisory responsibility for staff, but will assist in the familiarisation of duties to other colleagues.

4. CREATIVITY AND INNOVATION

The work is determined within the national curriculum framework, school policy, teacher or management direction.

The postholder will be required to use innovation and creativity to:

Ensure specific areas of curriculum delivery achieve agreed individual learning objectives for all pupils.

Deliver specific aspects of the curriculum to support and engage pupils.

Devise, design, develop and construct equipment, apparatus, programmes and other teaching aids.

Maintain an awareness of current thinking and initiatives to support ongoing professional development.

5. CONTACTS AND RELATIONSHIPS

The post holder will be in regular contact with:

Teaching staff to receive direction, instruction, determine delivery and provide information

Line management for supervision and to resolve any significant matters of concern that arise.

Pupils to ensure participation and behaviour standards are maintained and contribute to achieving learning objectives.

Parents to provide information.

External contacts:

Suppliers to determine volume and quality and arrange delivery of goods, services and supplies, schedule equipment service, maintenance and replacement and resolve issues related to quality, quantity, storage and disposal.

6. DECISIONS

The post holder works within established professional protocols, school and Council policy, health and safety regulations and established administrative procedures.

Judgment will be constrained within the postholder's technical competence to achieve agreed deadlines, planned short term learning outcomes and maintain behavior standards.

Discretion - The post holder will have discretion in carrying out the duties of the post. Advice, information and direction will usually be available on all aspects of activity.

Consequences - Outcomes of the postholders decisions will be readily identified and have short-term consequence.

7. RESOURCES

The post holder will oversee the, ordering, storage, maintenance, replenishment use and disposal of simple low cost equipment, materials and teaching resources on site. This will involve the transportation of materials and equipment between sites. This may involve responsibility for small sums of cash.

8. WORK ENVIRONMENT

Divided into 4 sub categories as follows:-

Work Demands - The postholder will be required to regularly interact, observe and record outcomes with pupils. The work will be subject to work related interruption and deadlines.

Physical demands - The post requires some physical effort, awkward postures and lifting and handling will form a regular element of the job.

Working Conditions - The postholder will work in classroom, technical and administrative areas.

Work Context - The work involves regular contact with staff, pupils and occasional contact with parents with some risk to the postholder. Work will involve the regular use of a broad range of equipment, materials and teaching resources some of which may be hazardous.

Technical support contributes to the delivery of a broad based and relevant curriculum to meet individual pupil needs.

9. KNOWLEDGE AND SKILLS

Relevant technical qualification or experience equal to NVQ 3 and evidence of relevant ongoing professional development.

Understanding of the issues related to supporting and delivering differentiated learning including pupils with different learning abilities within a specific technical area of the curriculum.

Understanding of the contribution support staff have in enhancing and underpinning the learning process and achieving learning outcomes

Good understanding of the learning objectives related to a specific technical area or specialism at all curriculum levels.

An understanding of the relevant child protection policy and procedure

Technical competence to undertake complex experiments, projects or teaching support activities in a specific curriculum or technical area.

Ability to devise, construct, set up, operate, inspect, service, repair and maintain complex equipment and learning resources, undertake related demonstrations and maintain a clean and orderly working environment.

Record keeping and administrative skills to record purchases, transactions and stock activity.

Good communication, inter-personal and presentation skills

Good Literacy and Numeracy skills

Good IT skills

Good behavior management skills

Ability to relate well to children and adults

Understanding of the relevant Technical, Health, Safety, Lifting, Handling policy and regulations.

10. GENERAL

- a) **Job Evaluation** - This job description has been set out in such a way as to allow for job evaluation using the GLPC Scheme as adopted by the North East Lincolnshire Council.

- b) **Other Duties** - The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.
- c) **Equal Opportunities** - The postholder must carry out his / her duties with full regard to the Council's Equal Opportunities policy.
- d) **Health and Safety** - The postholder must carry out his / her duties with full regard to the Department's Health and Safety Procedures.

Signed:

Date:

Post Holder

Signed:

Date:

Head Teacher

