

Headteacher: Mr M. Harrison BSc (Hons) PGCE
Sefton Road, Pendlebury, Manchester, M27 6JU
Tel : 0161 794 6215
NOR: 762 11-16 years



Co-op Academy
Swinton

Arts Technician (Apprenticeship)

Responsible to: Head of Departments/HR Manager

Salary Scale: National Living Wage

Responsible for: N/A

Main purpose: Providing practical and technical assistance to the Arts staff across departments during lessons, events. Music, Drama, Photography, Art and Performance Skills. To support performances with the lighting, sound equipment and stage props etc.

Contract: Fixed Term

Hours of Duty: 36 per week (Monday to Thursday 8am-4pm and Friday 8am-3:45pm)

Main Duties and Responsibilities/Accountabilities:

- Assist teaching staff and students during lessons, practical sessions and during any other learning activities as directed.
- To be available at the beginning of lessons to ensure that relevant resources are accessible.
- Provide in class learning support for students as directed by the teacher.
- Set up equipment and apparatus and ensure that it works satisfactorily for use either in the classroom or during performances.
- Ensure that all Arts equipment is safe and in good working order, flagging items that need repairing or disposing of.
- Ensure that equipment and materials are kept secure when not in use.
- Ensure that all Arts working areas are kept clean and tidy especially after practical sessions.
- Adhere to Health and Safety regulations at all times.
- To video or otherwise record events in school and prepare CDs.
- Prepare materials/equipment for classrooms and practical workshop sessions.
- Set-up interactive whiteboards and laptops.
- Ensure that the correct materials are made available to staff who may be covering in the Arts department.
- Provide technical assistance for staff and students in the Arts departments.

- Assist with some routine administration as required.
- Attend Open Evening, School Production Evenings and other similar events as directed outside of working hours for which time accrued will be given as time in lieu.
- Administer First Aid.
- Exam Invigilation.

General

- Be aware of and comply with policies and procedures relating to Safeguarding, Health, Safety and security, Confidentiality and Data Protection, reporting all concerns to an appropriate person.
- The post-holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual students.
- Contribute to the overall ethos/work/aims of the school.
- Contribute to the corporate life of the school through appropriate participation in meetings and management systems necessary to coordinate the management of the school.
- Take responsibility for their own professional development and duties in relation to school policies and practices.
- Establish effective relationships and communicate with other staff to support achievement and progress of students and other staff and set a good example through their presentation and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Share expertise and skills with others; participate in training and other learning activities and appraisal as required and recognise own strengths and areas of expertise to use these to advise and support others.
- Carry out duties with full regard to Co-operative Trust policies and procedures.
- Be aware of and support difference and ensure equal opportunities for all. At all times demonstrate acceptance, respect and inclusion.
- To safeguard and promote the welfare of all students.

This job description is not a definitive list of responsibilities but identifies the key components of the role. The post-holder will, therefore, be required to undertake any other reasonable duties commensurate with the level of responsibility/salary of this post.

Signed: Dated: