



Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

JOB PROFILE

POST TITLE:	PE and Performing Arts Technician
JOB PURPOSE	<ul style="list-style-type: none"> • Administration support for fixtures, peripatetic music lessons and trips • Contribute to the enrichment opportunities on offer in both departments by leading extracurricular activities • Support students with technical preparation for performance • Preparation and maintenance of resources • The operation of professional theatre and music equipment for exams and public performances • Assistance with internal and external activities such as open evenings, shows, exhibitions • Where appropriate, support in lessons, under the direction of teachers, to improve teaching and learning experiences in PE, music and performing arts so that students make progress
GRADE:	Band B1 – B3
RESPONSIBLE TO:	Operations Manager

MAIN DUTIES AND RESPONSIBILITIES

Support for the Teacher

- Create and maintain a purposeful, orderly and productive working environment which is also healthy and safe, and to report all health and safety concerns to the appropriate person in accordance with school policy
- The timely and accurate preparation and use of specialist equipment, resources and materials as required by staff and the curriculum.
- Maintain records relevant to the specific curriculum area
- Undertake clerical and administration tasks relevant to the specific curriculum

Support for the Curriculum

- Prepare equipment for lessons and extra-curricular activities (i.e setting up equipment, pitches)
- Provide practical support in the delivery of lessons – possibly supporting students under the direction of the class teacher.
- General administration duties, e.g. photocopying, noticeboards, resources, equipment, school rewards system.
- Coordinate the administration for weekly events, trips and fixtures (including transport), ensuring medical boxes are prepared accordingly.

- Maintenance and servicing of specialist technical equipment, check for quality, and safety, undertaking repairs and modifications and reporting other damage in accordance with the school policy.
- Maintaining records of stock and organising /the servicing of departmental equipment, including identifying and sourcing replacement equipment, where necessary.
- Oversee the Health and Safety of the climbing wall. Providing staff training in the use of the climbing wall, including to risk assess, train and sign off users of the school climbing wall.
- Demonstrate and assist others in safe and effective use of specialist equipment and materials
- Maintain a current knowledge of health and safety requirements, including attending courses as required.
- Monitor and manage stock and supplies for the specific curriculum area, cataloguing as required.
- Using the ordering system for the purchase of equipment under the direction of senior staff.
- Accompany students on educational visits as required and giving support at special events.
- Take an active role in encouraging the delivery of extra-curricular activities.

Support for Pupils

- Using specialist skills, training and experience, support pupils in practical learning activities under the guidance of the teacher

Support for the School

- Be aware of and comply with policies and procedures relating to data protection, child protection, health & safety, copyright, security and confidentiality reporting all concerns to an appropriate person in accordance with school policies
- Be aware of and support difference and endeavour to ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning opportunities and in performance management as required

The fluid nature of the development of the school will mean that changes are inevitable. The duties will be reviewed annually as part of the Performance Management Review

General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/school Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development

Plans.

- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Experience		
Relevant NVQ 2 or equivalent, or experience in a relevant discipline	Y	
Good numeracy and literacy skills	Y	
Participation in development and training opportunities.		Y
Experience		
Providing general technical/ resource support	Y	
Experience working in a school-based/education environment		Y
An interest or experience in climbing		Y
Knowledge and Skills		
Effective use of ICT	Y	
Use of relevant equipment/ resources	Y	
Knowledge of particular subject/technical area	Y	
Knowledge of relevant polices/codes of practice and awareness of relevant legislation		Y
Professional Characteristics		
Ability to relate well to children and adults	Y	
Ability to identify own training and development needs and co-operate with means to address these	Y	
Attention to detail	Y	
Special Circumstances		
Occasional attendance at meetings and events outside normal hours	Y	

Signed: _____ Date: _____

Print name: _____