



REDRUTH SCHOOL

Job title:	Technician – higher level specialist (level 4)
Grade:	F
Responsible to:	Headteacher /Head/s of Department/s
Direct Supervisory Responsibility for:	Oversight of trainee technicians
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<u>Internal:</u> Headteacher, Senior Leadership Team, Head/s of Department/s, all teaching and support staff, pupils <u>External:</u> Parents, Governors, suppliers of goods and services, LA advisers

Main Purpose of Job:

To organise the provision of practical support for the relevant curriculum area for staff and pupils at all key stages in the school. To assist the respective Head/s of Department/s in securing an environment in which pupils can safely pursue investigative practical work, and effectively learn the more complex aspects of the subject area. To support trainee teachers within the department; and assist in the supervision, management and development of any trainee technicians.

Main Duties and Responsibilities

1. To assist the Head of Department in the co-ordination of the use of practical resources and facilities. To provide assistance and advice in the practical needs of the curriculum, including liaising with teaching staff and support staff outside the department.
2. To prepare materials, equipment and teaching aids for classroom use, at the direction of the Head of Department. To tidy up and clean materials and equipment, including breakages and spillages, so as to ensure a safe and hygienic working environment at all times.
3. To support teachers and students during practical work, to include setting up demonstrations and experiments, providing advice to pupils in the development of their tasks, including the safe operation and demonstration of equipment.
4. To oversee the work of small groups of students engaged in practical tasks, as requested by the teacher or Head of Department and under the supervision of the classroom teacher.

5. To assist with exhibitions, demonstrations and displays as requested.
6. To assist in the assessment, monitoring and review of health and safety procedures, including undertaking and recording risk assessments, liaising with County Health and Safety departments and communicating health and safety procedures to all staff and students undertaking activities within the department.
7. To supervise students assigned to the department as part of their work experience programme, under the direction of the Head of Department.
8. To assist with the day to day organisation and development of technical staff to ensure that essential performance standards are achieved.
9. To contribute to the design, development and maintenance of specialist resources and/or long-term projects and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
10. To prepare specialised tools / equipment / materials / resources within the department (as qualified).
11. To issue and receive back materials and equipment. To check for missing and damaged equipment against inventories and inform the relevant teacher.
12. To check and test equipment routinely to ensure its good, safe, working order and to undertake maintenance, repairs and servicing where needed and within the limits of the post holder's skills and training. To recommend any necessary repairs or arrange further maintenance for equipment on the approval of the Head of Department.
13. To operate a system of stock control, ensuring sufficient replenishment of materials and resources within the approved limits and recommending any additional equipment/material requirements to the Head of Department. To order stock and check deliveries of stock when received as directed.
14. To monitor and achieve the efficient organisation of the work and storage areas and to ensure the cleanliness, safety and security of these areas at all times.
15. To take a lead role in the specialist subject area as required, responding to queries, problems and providing guidance and advice within the department as required.
16. To attend department meetings as required.

Specific responsibilities for Creative Arts:

- Support on various trips and visits throughout the year to include: Pirate FM trip/ All Falmouth University visits/ BBC Schools Report/ Regal Film Festival
- A professional link to associated industries and industry professionals would be beneficial

- Proficient use of macs and ipads to enable filming and editing of all school videos which are needed at regular intervals throughout the year including: leavers, house assembly, charity and school production videos
- Be available to film both GCSE and A Level results days during August and edit ready to present at the start of the academic year
- Assist in editing and processing GCSE and A Level student's coursework in preparation for moderation process. All editing needs to be completed to a high standard to allow students to achieve to their maximum potential
- Background in theatre would be extremely beneficial
- Assist in the running of Media and Theatre Tech club both at lunchtimes and after-school including how to use the macs, video cameras, sound and lighting desk
- Have an intimate knowledge of the schools sound and lighting consoles and equipment, with ability to pass knowledge on to students
- Rigging of theatrical lights at height, using of the Tallescope
- Assist in GCSE Drama lessons with technical students work, from design to operation.
- Knowledge of theatrical sound and lighting equipment
- Assist in the set-up of sound systems for recording student work
- Liaise with the instrumental team to ensure department equipment is fit for purpose for teaching and learning activities
- Organise and operate both sound and lighting systems for whole-school events such as CPD sessions, presentation evenings and school productions
- Be available at evenings and weekends to assist with school community events and showcases
- Support the running of the box office at performances
- Organisation and control over storage areas especially the costume cupboard and lighting room
- To provide administrative support to teaching staff and help ensure the efficient and effective running of the faculty
- Assist with the general upkeep and organisation of displays and facilities within the faculty
- Support set design, building and laser cutting
- Assist the Site Team on large jobs such as moving the seating unit
- Excellent communication skills with adults and students
- Manage workload efficiently and have a proactive work ethic

General responsibilities:

1. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection).
2. To maintain confidentiality of information acquired in the course of undertaking duties for the department.

3. To be responsible for your own continuing self-development, undertaking training as appropriate.
4. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: June 2017

Job Description Prepared by: Redruth School

PERSON SPECIFICATION

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ATTRIBUTES	CRITERIA	HOW IDENTIFIED
<u>Relevant Experience</u>	<p>Good standard of practical knowledge, skills and experience of working within a technical support role within a specialist field, see specific Technician duties attached.</p> <p>Experience of working within a specialist technical support role within a school/college environment.</p>	Desk-top Assessment/ interview.
<u>Education & Training</u>	<p>Level 3 qualification (NVQ, AVCE or 'A' Level) in the related subject plus a minimum Level 2 qualification (NVQ, GNVQ or GCSE grade C or above) in English and Maths.</p> <p>Basic Health & Safety certificate.</p>	Desk-top Assessment.
<u>Special Knowledge & Skills</u>	<p>Experience with materials & procedures subject to COSHH Regulations.</p> <p>Good ICT and clerical skills.</p> <p>Good organisational skills.</p> <p>Awareness of current developments in education.</p>	Desk-top Assessment/ interview.
<u>Any Additional Factors</u>	<p>Self-motivated.</p> <p>Enjoys working with children/young people.</p> <p>Ability to work on own initiative and as part of a team.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>	Interview.