



JOB DESCRIPTION:

Job Title Drama Technician

Grade/Salary Range/Hours: Grade D SP5-9 / 37 hours per week (term time only) plus 1 inset day

Report to: To be responsible to the Head of Department as identified on the staffing Structure.

Job Purpose: The Technical Support Assistant will:

- setup and operate lighting, sound and multimedia equipment.
- undertake and/ or coordinate with the site team; the rigging and derigging of technical equipment in accordance with health and safety guidelines;
- carry out administrative and other tasks related to the smooth running of the department;
- maintain the school's AV archive material and make it available to staff and students as required;
- prepare and maintain equipment and teaching areas for specialist classes;
- provide technical sound, lighting and staging support for teachers and students in order to ensure the smooth running of lessons, rehearsals and performance, including maintaining an inventory of all equipment and materials held and used
- improve standards of learning and achievement in Drama lessons, for all students;
- help students to develop independent learning skills;
- promote the school's inclusion policy by supporting students in their learning and development, removing barriers to achievement;
- support students in their learning and development, in small groups or with individual students as directed, including differentiation of resources as appropriate;
- this role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies;
- working with senior leaders to develop a plan for out of hours and adult provision at the school, including lettings

Specific responsibilities of the post

Working under the direction and supervision of the Head of Department:

Teaching and Learning:

- To encourage students to improve their learning, promoting self confidence and enhanced self esteem.
- To promote and support the inclusion of all students in the learning activities in which they are involved.
- To promote high standards of student behaviour in line with the school's behaviour policy, in consultation with the classroom teacher.
- To deliver differentiated activities and small group work with identified groups, both within and outside the classroom, under the guidance of the subject teacher.
- To help students to record work in an appropriate way.
- To help students to develop more effective organisational skills.
- To support subject delivery in line with the appropriate teaching methods.
- To raise standards of achievement for all students, including use of support and intervention programmes.
- To provide technical (lighting, sound and staging) support in drama lessons when appropriate in order to improve the quality of students' work.
- To demonstrate the use of specific technical drama equipment (e.g. lighting rigs) to whole classes or small groups of students, in liaison with the Head of Department or classroom teacher.
- To support Key Stage 4 and 5 students in developing their technical knowledge and skills in relation to their GCSE and A Level examination assessments.

Assessment and Recording:

- To monitor students' responses to learning and provide feedback about progress to students and the teacher.
- To complete record keeping and filing in relation to student progress, in the subject area.
- To contribute where appropriate, specifically in relation to student progress, to the monitoring of Personal Learning Plans and Annual Review process;
- To be responsible for recording of examination performance work, following the guidelines in examination syllabus documents.
- To record exemplar performances and rehearsals where appropriate, either for moderation purposes or as exemplars to other students.
- To support the Head of Department in preparing drama spaces for external moderation sessions.

Curriculum:

- To contribute to discussions, with teachers, head of department and other members of the TA team, on the development of programmes of study, personalised work and resources, and support programmes for students.
- To differentiate teaching resources and materials to support the teaching and learning in the department, using assessment of pupil progress to inform appropriate levels for differentiation.

Student personal development and well-being:

- To promote equal opportunities for all students.
- To ensure that equal opportunities, bullying or harassment issues are dealt with appropriately in line with school policy.
- To ensure that the school follows the national policy on safeguarding thus ensuring that students are healthy and safe at school.
- To have high expectations of all students, and to assist them in developing confidence and self-esteem so that they can make outstanding progress.
- To respect students' social, cultural, linguistic, religious and ethnic backgrounds.
- To build and maintain successful relationships with students.
- To demonstrate and promote the same positive values, attitudes and professional behaviour that are expected from students.

Management of Staff:

- To provide advice and training for all staff (and students) on the use of specific Drama resources, including lighting, sound editing equipment and props and staging.

Management of Resources:

- To ensure lights, lighting boards and other specialist pieces of Drama equipment are in good working order, ensuring relevant maintenance and repair work is carried out where possible, in consultation where appropriate with the school's managed ICT service.
- To assist with the technical facilities including the maintenance and rigging of stage lighting and sound systems.
- As advised by the Head of department, to support the ordering of Drama resources and equipment, including technical and digital equipment, in liaison with the school's managed ICT service provider.
- To maintain the department's stock of resources, including an annual stock take and completion of inventory.
- To ensure that the school drama spaces, including both studios, are kept tidy and in good working order for the use of Drama students.
- To log any faults with equipment and to fix these if they are minor problems, reporting any major problems to the Head of Department immediately.
- To develop and maintain departmental displays and other promotional materials required by the Drama department.
- To support the SENCO in the deployment of teaching resources in subject areas and within the Inclusion department as a whole.

Relationship with key stakeholders:

- To work collaboratively with colleagues to meet the needs of all students (including students with special educational needs).
- To attend departmental meetings, taking minutes where appropriate.

Other duties:

- To undertake any further duties as outlined by the Headteacher provided that they are reasonable and appropriate.
- To attend relevant meetings as required.
- To carry out all aspects of the role effectively and seek help, advice or guidance as necessary.
- To identify personal training needs and attend appropriate internal and external in-service training sessions per year.
- As directed by the SENCO, to provide access arrangement provisions to students in their examinations such as scribe or reader.

Other specialist duties in relation to Drama:

- To work with students outside of lessons, supporting preparation for exam work at Key Stage 4 and 5.
- To attend departmental meetings, taking minutes in the form of action points as requested.
- To develop and maintain departmental displays and other promotional materials required by the Drama department, for example programme materials for productions.
- To be responsible for setting up and overseeing technical design for concerts and productions.
- To manage other aspects of performance events, for example stage crews, in consultation with the Head of Department.
- To assist with the preparations for events such as Open evening, awards evenings, concerts, recital evenings and whole school productions, where appropriate.
- To organise a range of trips across the year groups to support learning and serve as inspiration.
- To play a key role in the creation of resources for the sixth form enrichment website.
- To complete health and safety and risk assessment training and execution including working at heights.
- To be responsible for resources for external examiner visits.

No direct budgetary responsibility, but supporting Head of Department to develop a rolling maintenance programme for resources such as lighting and sound, including for whole school events