



# Performing Arts and ICT Technician

Permanent

**Full-Time (Term Time Only)**

**Closing date:** 12 noon – 25 January 2019

**Interviews:** week commencing 28 January 2019



Dear Candidate

I am delighted that you have requested further information regarding the position of **Performing Arts and ICT Technician** at The Spires College. This is a full time, permanent appointment. I joined the College as Principal in September 2014 and am committed to providing an excellent education for every child in our learning community.

The Spires College has a very positive, friendly atmosphere. The staff care passionately about the well-being of the children and our students are vibrant, enthusiastic and affable. The concept of community is something that I believe is essential for a successful school and we all strive

to ensure that every member of our community feels valued, but also contributes positively to College life. At our most recent inspection, the college was graded 'good' in all areas, which is a fitting acknowledgement of everyone's hard work over the past four years. The report offers a good balance between celebrating our students' successes and academic progress, with praise of the College's ethos of care and inclusivity: "A good and rapidly improving school with a culture of respect and aspiration".

The Department of Creative Arts and Technologies is a strong team with a wide range of skill sets. The successful applicant to this post will bring an additional range of strengths and support the excellent work that has started in growing these subjects both within the curriculum and beyond. She or he will be ambitious to play a role in enhancing the quality of teaching and learning in performing arts, ensuring that all of our students receive the excellent education that they deserve.

The successful candidate will also be working alongside our Network Manager to provide IT support required by users.

Working at The Spires College is tremendously rewarding and this role is a fantastic opportunity to make a real difference to young people's lives as well as offering abundant prospects for professional development. As a College we are firmly committed to continuous professional development for all and we invest heavily in developing our staff at all levels.

You are very welcome to visit The Spires College to help you decide if this is the role for you; I'd be delighted to meet you. Please contact my PA for an appointment. I look forward to hearing from you.

With best wishes

A handwritten signature in black ink, appearing to read 'A. Newton', written in a cursive style.

**Alex Newton**  
**Principal**





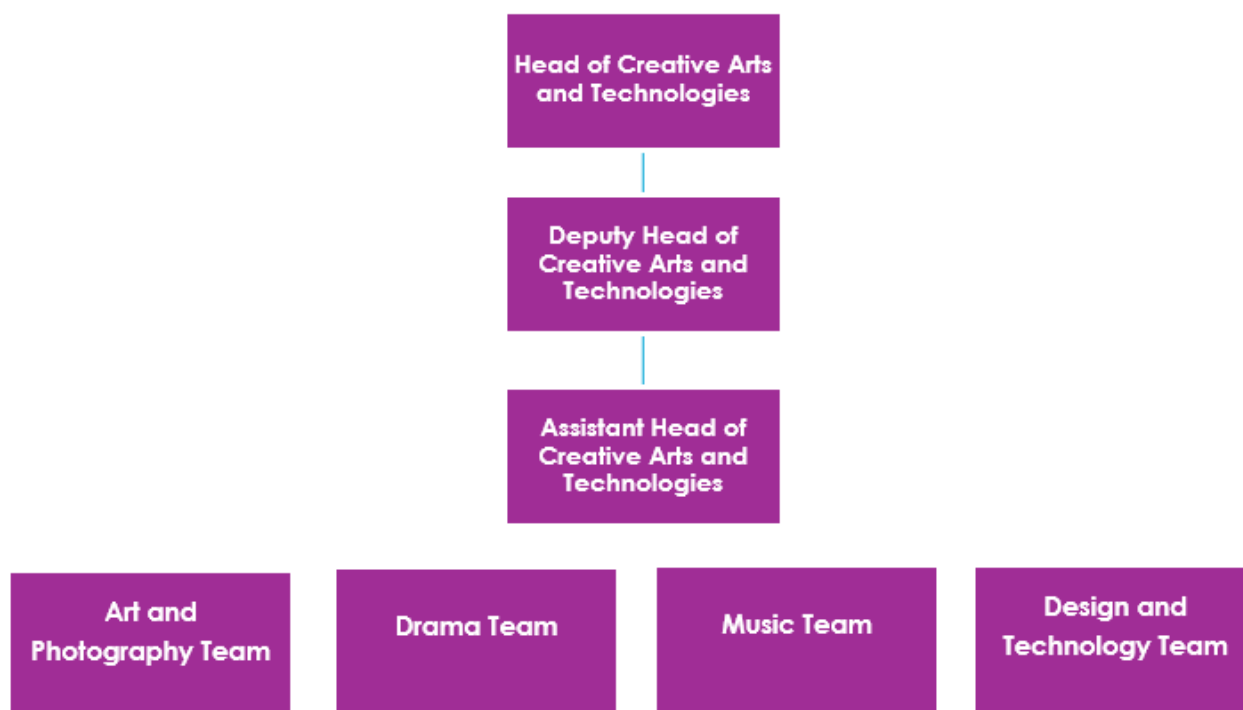
## The College

The Spires College is a co-educational, 11-18 college with a bilateral stream. It is situated in the Plainmoor district of Torquay, within the Local Authority of Torbay. There are currently around 900 students on roll. We are a friendly, caring college which puts the needs of our children at the heart of all we do. Academic progress is obviously vital but we also place a high value on the provision of enrichment opportunities that help our students to grow into responsible, confident and considerate young adults. Underpinning all of this are excellent standards of pastoral support and care that allow children to feel safe and valued.

Torbay is an area with a Selective Grammar School system: parents can choose for their child to take the '11+' test if they wish for them to apply for a place at one of the selective schools in the area. The Spires College is one of very few schools in the country with bilateral streams. This allows us to take up to 60 students each year into a selective stream (out of a 220 PAN). Students who have reached a designated pass mark in the '11+' test can apply to our selective stream to access a challenging academic curriculum.

We have a modern, purpose-built building offering fantastic facilities for both students and staff alike. All full time teachers have their own classroom. We are committed to the professional learning of our staff.

## The Department of Creative Arts and Technologies



At The Spires College we believe that Creative Arts and Technologies subjects play an exciting and leading role in enhancing the life, imagination and education of our students and the surrounding community. Through a continual focus on the highest quality teaching and learning in music, art and photography, design and technology and drama, we seek to build an aspirational, creative environment where students develop a love of learning and creativity through engaging and wide-ranging schemes of learning and extra-curricular activities.

Our vision is to foster an environment where independent and collaborative opportunities encourage each student in confident risk-taking so that they can express their individuality and pursue their ambition, however great. We believe that involvement in the Creative Arts and Technologies helps to foster a positive attitude in our community by developing a wide range of qualities such as cooperation, enthusiasm, passion, inspiration, tenacity and ambition. In our outstanding facilities, we help students to acquire an important sense of belonging as well as build the self-confidence they need to do well and make their first steps towards higher education and employment.

Creative Arts and Technologies teachers contribute to an extensive programme of extra-curricular activities both in and out of normal school hours.

## Music

At The Spires College, we believe that a high quality music education should engage and inspire students to develop a love of music and their talent as musicians, and so increase their self-confidence, creativity and sense of achievement. As students progress, they develop a critical engagement with music, allowing them to compose and to listen with perception and awareness. The emphasis is on learning through practical music making and students are encouraged to rehearse as bands and solo musicians outside of lesson time.

The aim of the music curriculum at The Spires College is to ensure that all students:

- ▲ perform, listen to, review and evaluate music across a range of historical periods, genres, styles and traditions, including the works of great composers and musicians;
- ▲ learn to sing and to use their voices, to create and compose music on their own and with others, have the opportunity to learn a musical instrument, use technology and have the opportunity to progress to the next level of musical excellence;
- ▲ understand and explore how music is created, produced and communicated, including through the inter-related dimensions: pitch, duration, dynamics, tempo, timbre, texture, structure and appropriate musical notations;

Music teachers and students at The Spires College enjoy superbly equipped teaching spaces. Facilities include an IT suite equipped with Sibelius, a large performing space, five practice rooms and a purpose built recording studio. The wealth of instruments students and staff use in the curriculum include class sets of keyboards and ukuleles, electric, acoustic and bass guitars, drum-kits, djembes and samba drums.

## Curriculum

### Key Stage 3

In Key Stage 3 our students learn to build on previous knowledge and skills through performing, composing and listening. They develop their vocal and/or instrumental fluency, accuracy and expressiveness; and understand musical structures, styles, genres and traditions. They use technologies appropriately and appreciate and understand a wide range of musical contexts and styles. The Spires College students will be taught throughout KS3 to:

- ▲ play and perform confidently in a range of solo and ensemble contexts using their voice, playing instruments musically, fluently and with accuracy and expression;
- ▲ improvise and compose; and extend and develop musical ideas by drawing on a range of musical structures, styles, genres and traditions;
- ▲ use staff and other relevant notations appropriately and accurately in a range of musical styles, genres and traditions;
- ▲ listen with increasing perception to a wide range of music from great composers and musicians;
- ▲ develop a deepening understanding of the music that they perform and to which they listen, and its history.

## Key Stage 4

Students' love for music at the Spires College is growing rapidly and this is reflected in the increasing number of students opting to study music at GCSE level. At KS4 we offer both OCR GCSE and RSL Music Practitioners in Performance.

## Sixth Form

From September 2018, we are delighted to have our first cohort of Key Stage 5 musicians. Some will work towards a Level 3 BTEC qualification and some will study A Level Music.

## Enrichment

The music department runs clubs and performances to encompass all years and challenge all levels of musicianship. We have excellent facilities for students to learn a wide range of instruments and every lunchtime you will find a wide range of students rehearsing on different instruments from solo piano to rock bands rehearsing in our silent recording studio (jamhub).

We have a number of passionate singers at The Spires College and our enthusiastic choir, 'The Spires College Singers' meet weekly to rehearse high quality music performances for the college and wider community. Recent performances include The South Devon Christmas Choir Competition, The Torbay Festival of Performing Arts and Babbacombe Fayre.

## Instrument Tuition

Our instrumental music school provides students with the opportunity to learn a range of instruments including drum-kit, guitar, piano, vocals, strings and woodwind. We currently have over seventy students learning an instrument and this is continually growing.



## Drama

Drama at The Spires College centres itself around the belief that all students receive an inspiring and well balanced experience that gives everyone the opportunity to pursue the subject, be it through examination courses or the many extracurricular clubs on offer. The Drama department is well equipped with two purpose built studios with sound and lighting rigs, and a school hall, used predominantly for larger scale productions.

### Key Stage 3

In Years 7 and 8, students begin by learning all the key drama skills that will support their learning throughout their time at The Spires College. Schemes of learning combine topic-based, devising and script-based learning, meaning that students are fully prepared should they chose to continue with the subject in Key Stage 4. All schemes are structured to provide opportunities for both academic and practical learning. Each scheme requires students to complete a research task that deepens learning, be it on the historical context of the topic they are studying or the character they are creating. Rehearsal outside of lessons in the build up towards the final practical assessment of each scheme is also required and allows students to become accustomed to the workload the course requires at examination level. Finally, an evaluative written task develops students' ability to analytically assess both their own performance and the performance of others. In Key Stage 3 we try to provide as many opportunities as possible to perform to an audience outside of lessons.

### Key Stage 4

Uptake to our Level 2 EDEXCEL BTEC Tech Award in Performing Arts is consistently good. Within this course, we further develop students' understanding of Drama both practically and theoretically, whilst also broadening their understanding of the performing arts and the routes available within the profession.

### Sixth Form

Like at Level 2, our Level 3 EDEXCEL BTEC Extended Certificate in Performing Arts is well subscribed and growing. This course fully prepares students to become confident practitioners, ready to continue their studies beyond the college.

## Enrichment

The Spires College Drama department offers a wide range of opportunities beyond the classroom. The Year 7 Drama club is led by Sixth Form students and supports the learning taking place within the students' current schemes of learning. TQ1 Theatre Company develops both scripted and devised performances and has, in the past, performed at several local venues. This group is open to all students at the college. Each year we produce a large-scale college production, with last year's show, Grease, selling out our school theatre for all three performances. In the future, we hope to develop our technical theatre programme with extracurricular opportunities playing an integral part in this.

## The College Network

The college network has undergone three years of a four year extensive refresh programme.

We currently have six servers running Microsoft Data Centre 2016, configured as a Hyper-V Cluster. All 571 computers/laptops are running Windows 10 with Office 2016. Staff and students have remote access to applications, files and email. We also have a managed print solution running on the Papercut system.

The network infrastructure switching and WiFi was replaced in the summer of 2016 to ensure the college has good connectivity and coverage across the site.

Support requests can be received by phone, help desk emails or in person. Some of the general support issues include resetting user passwords, changing toner cartridges in printers and copiers, and recovering lost or deleted files. Weekly checks are made in IT classrooms and laptop trolleys to ensure they are in working order with any issues being logged and/or rectified.



## Job Description

# Performing Arts and ICT Technician

|                        |                                                                                         |
|------------------------|-----------------------------------------------------------------------------------------|
| <b>Dates:</b>          | Apply by 25 January 2019<br>To start as soon as possible                                |
| <b>Accountable to:</b> | Head of Creative Arts and Technologies Department and<br>ICT Network Manager            |
| <b>Salary:</b>         | NJC Grade D SCP 14-17 £17,681 to £18,672 pro-rata<br>(actual salary £14,592 to £15,410) |
| <b>Contract type:</b>  | Permanent                                                                               |

**Hours and Holidays:** 37 hours per week, worked over five days per week, term time only (38 weeks per annum). The normal working day will be 8.00 am to 4.00 pm (3.30 pm on Fridays) but the successful candidate will need to be flexible in order to meet the needs of the department and the demands of the role. Occasional evening and weekend working will be required to support rehearsals and performances.

As the rate of pay notified above will be enhanced by payment in lieu of leave entitlement, public holidays and locally scheduled holidays, under normal circumstances you are not entitled to any leave during term time.

### Introduction

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties / specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the college to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Principal/Line Manager in consultation with the post holder.

### Job Purpose

- ▲ To support the safe and effective provision of the Dance, Drama and Music curricula through the maintenance of equipment;
- ▲ To support in the provision of high-quality Dance, Drama and Music productions through providing technical support relating to lighting, sound and staging
- ▲ To support the use of ICT within the College through assisting with the maintenance of ICT software, hardware and related peripherals

## Specific Responsibilities

### Performing Arts

- ▲ To assist in the safe operation of the College's Dance, Drama and Music facilities;
- ▲ To maintain an up-to-date and accurate instrument and equipment inventory for the Dance, Drama and Music departments;
- ▲ To maintain stocks of instruments, equipment, materials, costumes and props used by the Dance, Drama and Music departments, carrying out stock-taking and ordering as required;
- ▲ To identify faults with equipment used by the Dance, Drama and Music departments and to liaise with the PFI Project Company to resolve problems;
- ▲ To support teaching staff and students during lessons, for example by recording of students' exam coursework and performances in Dance, Drama and Music;
- ▲ To support and advise students and staff in the use of technical equipment;
- ▲ To work with small groups of students, under the direction and supervision of teaching staff;
- ▲ To set up and clear away performance spaces at lunch-times, after College and/or evenings;
- ▲ To develop technical extra-curricular opportunities for students;
- ▲ To provide technical support relating to lighting, sound, video and staging, both in the planning and realisation stages of production and performance;
- ▲ When required, to design and operate lighting, sound and video for productions and events. (This will include some evening work);
- ▲ To assist in the practical elements of sound editing, using a range of software packages;
- ▲ To keep up-to-date with Performing Arts industry trends and developments, thus ensuring a professional learning environment that both enhances and supports students' learning and prepares them for further education or work in the industry;
- ▲ To ensure all Dance, Drama and Music areas are kept clean, tidy and in a safe condition at all times;
- ▲ To carry out risk assessments, as necessary.

### ICT

- ▲ To answer telephone calls and respond as appropriate;
- ▲ To respond to day-to-day requests for assistance in the operation of hardware and software and to manage these requests via the ICT Helpdesk;
- ▲ To help enforce the College's Acceptable Use Policies for staff, students and visitors;
- ▲ To assist with the installation and general maintenance of the College's computer software and hardware;
- ▲ To resolve problems with software or hardware, where possible or, where not possible, to liaise with the ICT Network Manager or relevant agency to effect the repair or solution;
- ▲ To assist with network maintenance, including the setting up, amendment and removal of user accounts;
- ▲ To assist with updating the security of the College's network, including carrying out software and hardware updates, as required, and under the guidance of the ICT Network Manager;

- ▲ To assist with the maintenance of an accurate asset list of hardware and software licences to meet audit and legal requirements;
- ▲ To liaise with relevant outside agencies to solve IT issues and implement recommendations;
- ▲ To ensure that IT equipment and work areas are kept clean and tidy and meet health and safety guide lines at all times;
- ▲ To maintain an up-to-date knowledge of software applications and new technology;
- ▲ To have a working knowledge of, and to comply with, the General Data Protection Regulation and Data Protection Act;

## General Responsibilities

- ▲ To meet as required with the Line Manager to review work and determine priorities;
- ▲ To be prepared to undertake appropriate training if, and when, required with Line Manager's agreement;
- ▲ To ensure that responsibilities and duties are carried out with due regard to the policies and procedures of the College;
- ▲ To comply with College Policies;
- ▲ To take part in any staff College Appraisal Scheme and performance management
- ▲ To support the maintenance of good administrative practices in the College;
- ▲ To respond positively, at all times, to the needs of students, parents, colleagues and governors;
- ▲ To supervise a whole class in an emergency situation;
- ▲ To carry out any other duties as designated by the Principal or their representatives within their capability as determined by the Equality Act (2010);
- ▲ To act as a role model for students, particularly in dress, punctuality, behaviour, language and conduct;
- ▲ To help create a strong College community, characterised by consistent, orderly, caring and respectful relationships;
- ▲ To help develop a College culture and ethos that is utterly committed to achievement;
- ▲ To create and sustain a positive learning culture.

## Health and Safety Responsibilities

- ▲ To adhere to College health and safety policies, procedures and current statutory health and safety requirements;
- ▲ To attend training as and when required for the purposes of safeguarding children and corporate safety;
- ▲ To ensure The Spires College is immediately notified of any issues that may affect your right to maintain enhanced clearance to work on the school site (DBS).

## Person Specification

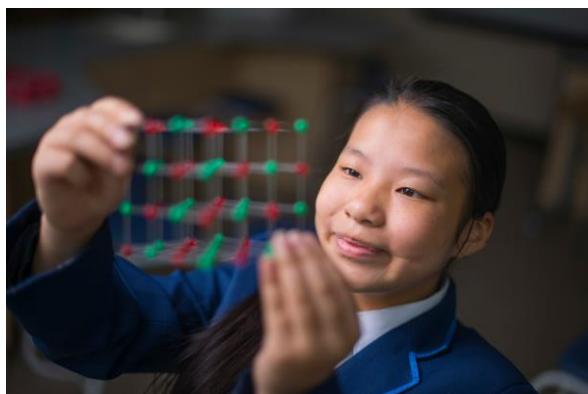
The following list is indicative of the kind of person we are looking for but **not all of these criteria are essential**. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

| Skills                                                                                 | Essential or Desirable? | How assessed                                  |
|----------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------|
| Good standard of literacy and numeracy                                                 | E                       | Application form                              |
| Good communication skills, both in person and in writing                               | E                       | Interview/selection process                   |
| Able to communicate with stakeholders on both a technical and non-technical level      | E                       | Interview/selection process                   |
| Able to relate effectively to young people and influence their behaviour               | E                       | Interview/selection process                   |
| Able to work effectively with colleagues and form positive relationships               | E                       | Interview/selection process                   |
| Able to work effectively in a team and negotiate with others                           | E                       | Interview/selection process                   |
| High level of practical and problem solving skills                                     | E                       | Interview/selection process                   |
| Able to work at height                                                                 | E                       | Interview/selection process                   |
| Good organisational and administrative skills                                          | E                       | Interview/selection process                   |
| <b>Personal Qualities</b>                                                              |                         |                                               |
| Professional in manner, actions and appearance                                         | E                       | Interview/selection process                   |
| Positive and approachable                                                              | E                       | Interview/selection process                   |
| Flexible and able to prioritise short and long term tasks                              | E                       | Interview/selection process                   |
| Punctual, organised and reliable                                                       | E                       | Interview/selection process                   |
| Tenacious and committed to solving problems                                            | E                       | Interview/selection process                   |
| Able to use own initiative                                                             | E                       | Interview/selection process                   |
| Able to work under pressure to meet tight and changing deadlines in a busy environment | E                       | Interview/selection process                   |
| High degree of accuracy and attention to detail                                        | E                       | Interview/selection process                   |
| <b>Knowledge</b>                                                                       |                         |                                               |
| Knowledge of health and safety standards for theatre and live performance              | E                       | Application form, interview/selection process |
| Knowledge of ICT practices                                                             | D                       | Application form, interview/selection process |
| Knowledge of health and safety legislation as it relates to a school environment       | D                       | Application form, interview/selection process |
| Knowledge of Data Protection Act and GDPR                                              | D                       | Application form, interview/selection process |

| <b>Qualifications</b>                                                                                    |   |                  |
|----------------------------------------------------------------------------------------------------------|---|------------------|
| GCSE English and Mathematics at Grade C or above                                                         | E | Application form |
| Level 3 (or above) qualification in ICT                                                                  | D | Application form |
| Level 3 (or above) qualification in Technical Theatre or Music Recording                                 | D | Application form |
| <b>Experience</b>                                                                                        |   |                  |
| Experience in the use of a wide range of technical theatre equipment, including lights and digital audio | E | Application form |
| Experience in the use of music recording equipment                                                       | E | Application form |
| Experience of working with computers and networks                                                        | D | Application form |
| Experience of working with young people                                                                  | D | Application form |
| Experience of working in a school environment                                                            | D | Application form |



## How to apply



Please complete an application form, which includes space for a supporting statement (please use font size 11 or 12 and double spacing for this). Your supporting statement should include your vision for this role and how your experience and skills will equip you to realise this.

The application form can be downloaded from our website and should be returned to Nadine Osborne, the Principal's PA, **by midday on 25 January 2019**, preferably by email to: [nosborne@thespirescollege.com](mailto:nosborne@thespirescollege.com).

If you do not receive an acknowledgement of your application by the deadline, please contact the college.

**Interviews will be held during the week commencing 28 January 2019.**

If you would like to arrange a visit or have an informal, confidential discussion, please contact the Principal's PA via the email above or telephone number below.

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Torquay TQ1 3PE

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