



Application Pack

www.shuttleworthcollege.org



Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Performing Arts Support Worker & Technician at Shuttleworth College, a place where everyone can live our motto; 'Think Big, Chase Dreams and Succeed Together'.

We are seeking to appoint an enthusiastic, skilled and dedicated individual to work within our student support & performing arts teams. The successful candidate should have the skills and organisation to work effectively with others as well as the mindset to resolve problems and overcome challenges. We are seeking a candidate with a passion for the performing arts and the skills to support our students and the equipment needed in order for students to fulfil their potential.

Shuttleworth is a fantastic place to work and to learn and families, visitors, and Ofsted alike comment on the calm and purposeful atmosphere in the college. Ofsted describe the school as a 'haven' and our young people as 'confident, friendly and courteous'. We expect huge things of all our young people here and set them up to be the best they can be in their future lives. Staff, students and families work together to get the very best out of the five years young people have in this school, with a no excuses culture where everyone is expected to give their best every day.

With excellent support from an established and committed team, there hasn't been a better time to join our welcoming, attractive and well-resourced learning environment. We look forward to receiving your completed application form outlining how your skills and experience have prepared you for this role.

If you would like to find out more about us or visit the college, please do not hesitate to contact us.

Yours Sincerely,



Ruth England
Headteacher



Job Description

Responsible to: Head of Music and SEND lead

Main Activities and Responsibilities

The Performing Arts Support Worker & Technician should be:

- An organised and efficient team player within a busy and largely varied role
- A supportive communicator and promote positive relationships with colleagues, students, parents and external agencies
- A proficient user of ICT systems (including keyboards linked to computers) and willingness to learn new skills and adapt
- A worker with passion and skills within music as well as knowledge of setting up and maintaining musical equipment
- A support within the classroom for KS3 classes to plan and implement teaching and learning activities
- Support with shows, events, enrichment, activities, trips and setting up performances
- Able to attend staff training/meetings as appropriate
- Able to work within the school policies and procedures

Student/Classroom Support Duties:

- The work collaboratively with Teachers in the planning, development, delivery and evaluation of the effectiveness of the curriculum (particularly within performing arts) for pupil(s) and to differentiate curriculum content according to the needs present
- To plan and implement specific interventions with students individually or in small groups appropriate to their individual needs and report on these as required
- To support the social, emotional and personal needs of pupils and provide supportive assistance when needed
- To assist with pupil behaviour management both in and out of the classroom including when partaking in student trips
- To maintain organised paperwork and records for student attainment/behaviour and ensure this is communicated to other when necessary
- Undertake administrative tasks including marking students work, administering tests and creating resources
- Accompany students around school as needed during lesson times
- Assist the Performing Arts Department in achieving the Artsmark quality standard award
- To make displays including creating posters and educational resources
- To Assist with school trips, invigilation and work experience arrangements/student supervision when necessary
- To assist in the specific medical/care needs of pupils when specific training has been undertaken such as first aid courses

Technical Support Duties

- The provision of clear and timely communication to parents, students, school and other agencies including over the phone, by email and in person and implementing requests efficiently
- To Maintain Organised paperwork and records within the performing arts department including the organisation of trips, performances, rehearsals and room bookings amongst others and to be flexible with working hours to accommodate this (occasional overtime may be requested)
- Booking music lessons with Lancashire Music Hub and ensure the organisation of students to attend

- To oversee the repairs and maintenance of the equipment within the performing arts department including musical instruments, lighting, performance tools and recording equipment (both hardware and software as needed) and ordering stock as needed
- To communicate and organise when external engineers /technicians are needed instead
- Organising music/performances for school assemblies as well as assisting with shows, enrichment activities, events and extra-curricular activities
- Recording BTEC/GCSE coursework for students and uploading, editing, compressing and organising the work as needed - including for Drama and Music
- Oversee the planning and organisation of instrument lessons within the school and be on hand to assist with these where needed as well as overseeing orders, timetables and assembly performers
- Undertaking administrative tasks such as maintaining supplies, distributing items and placing orders when needed.
- Ability and willingness to be a flexible, pro-active and effective school member

Other Duties:

- To be aware of the confidential nature of issues related to home/pupil/teacher/school work and uphold safeguarding procedures at all times
- To look after the health and safety of yourself and others at all times
- To undertake any other reasonable request from your line manager or our senior leadership team

Other Responsibilities

In addition to undertake such duties of a similar nature as may be reasonably directed by the Headteacher/Business Manager from time to time.

The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

To ensure all safeguarding procedures are followed to promote the welfare of all children.

Equal Opportunity

The Postholder will be expected to carry out all duties in the context of and in compliance with the Local Authority and School's Equal Opportunities Policies.

Person Specification

Post Title:	Performing Arts Support Worker & Technician		
		Essential (E) or Desirable (D)	To be identified by: Application Form (A), Interview (I), Reference (R)
Qualifications:	5 GCSE's grade A-C including Maths and English (or equivalent)	E	A
	First Aid Trained	D	A
Experience:	Previous experience working a performing arts technical capacity	E	A, I, R
	Previous experience working within a School with children in a classroom environment	D	A, I, R
	Experience supporting pupils with challenging behaviour	D	A, I, R
	Experience and knowledge of using & maintaining IT systems, music systems/equipment and sound/lighting equipment and software	E	A, I, R
Professional Development:	Willingness to further develop self through relevant CPD	E	A, I
Personal Skills:	Organised and efficient worker	E	A, I, R
	Positive attitude towards a fast-paced and varied role	E	A, I, R
	A Passion for the performing arts and the development of student's education within the arts	E	A, I
	Ability to respect sensitive information and maintain confidentiality	E	A, I, R
	Ability to relate well to students, parents and other colleagues	E	A, I, R
	Ability to Supervise and assist pupils	E	A, I, R
	Musical ability and understand to at least a GCSE equivalent level	E	A, I, R

Useful Information

Thank you for your interest in joining our incredible team of staff here at Shuttleworth College.

Application forms can be found at the top of the vacancies section of our website [here](#).

Please email your application to applications@shuttleworth.lancs.sch.uk

If you have any questions, please do not hesitate to get in touch.

