



Lord Grey Academy

Lord Grey Can



PERFORMING ARTS TECHNICIAN

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”





Lord Grey Academy

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Welcome from the Associate Principal

Thank you for your interest in working at Lord Grey Academy.

Lord Grey Academy is a diverse and vibrant learning community where students develop skills in, and beyond, the classroom to ensure they flourish.

We ensure that every student has access to an outstanding education and is given the best life opportunities. We create a positive atmosphere, an “I can achieve anything” attitude through our core values and motto, Lord Grey Can!

Lord Grey Academy focuses on knowing each of our students and their individual needs, and by developing purposeful and personal relationships, guide them to achieve their potential. It is our belief that engagement with parents and external agencies are invaluable. The success at Lord Grey stems from pastoral care. Our dedicated non-teaching pastoral team ensures all students are valued and included. Students at Lord Grey build close relationships with fellow peers and staff and enjoy being part of a close community.

The behaviour and attitudes of our students is very positive and we are proud of our students and the kind and caring attitudes to each other that they display. This ensures an environment in which learning is good and better for everyone.

We are relentless in our pursuit of excellence with a focus on academic rigour with compassion. We insist on outstanding behaviour within a harmonious and respectful culture, where students feel happy and safe. We encourage our students to become confident and ambitious young adults, balanced by compassion and respect for others.

Our motto, Lord Grey Can reminds all members of our community that there is no limit to our ambition and that imagination can become reality.

Lord Grey became an Academy in April 2018 and joined the Tove Learning Trust. We are on a rapid journey of school improvement as we seek to provide even better outcomes for our students. The support and challenge provided by the Trust is key to this. Lord Grey Academy has quickly become the school of choice in the local area and parents' trust and belief in what we do is high; we are oversubscribed in all year groups.

We think that working at Lord Grey Academy is a great choice. There are opportunities for growth and development and our CPD programme is appreciated by staff and recognised externally as being high quality. The staff team support one another well and there is a strong sense of community within the Academy. We are also very focussed on reducing unnecessary work burdens for our staff and in promoting a healthy work life balance.

We hope that by reading this application pack and browsing through our website, you will be encouraged to apply to work here at Lord Grey. We encourage pre-application visits or telephone conversations to discuss any aspect of the job or anything else about the Academy that you would like to know.

We look forward to meeting you.

Samantha Satyanadhan
Associate Principal

Jim Parker
Executive Principal





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Advertisement

PERFORMING ARTS TECHNICIAN

Permanent

15 hours per week, 38 weeks per year - term time (570 hours)

Hours of Work: needs to be flexible working hours to meet the requirements of the role e.g. cover out of school hours events e.g. concerts / open evenings / exams and exam rehearsals / sports day

Tove Learning Trust Band D3 to E5 - £18,887 - £19,650

Actual annual starting salary: £6,380 per annum

Do you have a love of the Performing Arts? We require for September 2022, a Technician to work within our Performing Arts Faculty which supports the following curriculum subjects: Drama, Dance, Music, Media & Film. Candidates should have good technical skills, a "can do" mentality, be good at working within teams, and be positive about working with young people. Clerical support to the faculty will also be required.

You will need to be able to prioritise a busy workload, have good office skills and be ICT literate, particularly with Microsoft applications Word and Excel or Google equivalent. You will enjoy working with people from varied backgrounds and cultures. You will work with school aged students.

A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to hr@lordgrey.org.uk by 9am on Tuesday 6th September 2022.

Only successfully short listed candidates will be contacted.

Join an Academy on a rapid journey of improvement as part of a highly supportive and growing MAT.

Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. The right candidate will join us on our exciting journey to providing a great education for our amazing students as we prepare them for adult life. There is a great team to work with who are already on the path to making changes that will shape the future of the Academy.

Tove Learning Trust

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

The school is committed to safeguarding children. The successful applicant will require an enhanced DBS check.





JOB DESCRIPTION

Role: Performing Arts Technician
Responsible to: Head of Performing Arts
Based at: Lord Grey Academy
Hours: 15 hours per week, 38 weeks per year
Grade: Grade D3 to E5

Job Context

To maintain high quality technical and clerical services to the Performing Arts faculty and wider school.

Key Responsibilities

- To maintain high quality technical services
- Maintenance of the equipment, apparatus and materials
- To maintain high quality clerical services

Job Description

Responsibility area 1 – To maintain high quality technical services

- 1) To assist teaching staff in demonstrations and practical work with students
- 2) To set up specialist apparatus and equipment across the school
- 3) To prepare equipment and materials for classroom use paying particular attention to their safe use and handling
- 4) To maintain the cleanliness and serviceability of equipment and apparatus
- 5) To maintain the tidy storage of materials and equipment
- 6) To maintain the stage and performance areas
- 7) To maintain media equipment across the school by reporting faults, carrying out repairs where possible and advising in equipment needs.
- 8) To provide media support to record lessons, examinations and events across the school, to include the creation of media products to promote the faculty and the school
- 9) To manage the recording of media resources
- 10) To maintain and update the hall lighting system

Responsibility area 2 – Maintenance of the equipment, apparatus and materials

- 11) To maintain cleanliness and serviceability of equipment and apparatus
- 12) To maintain the tidy storage of materials and equipment
- 13) To maintain the cleanliness and tidiness of the technician's area and to assist in maintaining overall tidiness in the department areas
- 14) Working with the Head of Department to organise to undertake and document regular checks of the departments fixed and mobile equipment
- 15) Working with the Head of Department to organise servicing, maintenance and remedial work required on the fixed and mobile equipment
- 16) Working with the Head of Department to organise to maintain Health & Safety records of all checks, maintenance and training of the equipment and staff within the Performing Arts department
- 17) Working with the Head of Department to organise to work with Premises, School Business Manager and Health & Safety Consultant for the constant improvement of Health & Safety
- 18) To take part in the Risk Assessments for Health & Safety in the classroom/studio's/performances ensuring that all equipment setup and use follow the guidelines for Health & Safety



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Responsibility area 3 – To maintain high quality clerical services

- 19) To create media products to promote the faculty and the school
- 20) To work with Leading Teachers to order and stock the curriculum needs for the Performing Arts faculty
- 21) To do routine administrative tasks for the faculty
- 22) To take part in the Risk Assessment for Health and Safety in the general areas of Performing Arts/classroom/workshop ensuring that all equipment and demonstrations follow the guidelines for Health and Safety
- 23) To assist in stock control as required

Responsibility area 4 – Other

- 24) To drive the school minibus (with appropriate CSV licence) as required by the needs of the Performing Arts Faculty
- 25) To undertake any other duties which are reasonable within the scope and grade of the post
- 26) To be an Emergency First Aider
- 27) To oversee the security of the teaching block when teaching staff are unavailable
- 28) To give technical support across campus when required
- 29) To help with technician based work in any area of the school if circumstances demand.
- 30) To observe all school policies, procedures and working practices.
- 31) To strive towards continuous improvement and to foster an enterprising culture.
- 32) To undertake any other duties which are reasonable within the scope and grade of the post.
- 33) To ensure the effective implementation of the school's Equalities Policy and Safeguarding and Child Protection Policy
- 34) To contribute towards the delivery of high-quality education for all students.
- 35) To comply with any other reasonable requests from the Principal when there are exceptional circumstances.
- 36) To undertake such duties as may from time to time be reasonably assigned by the Principal.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.





PERSON SPECIFICATION

EXPERIENCE / KNOWLEDGE	Essential	Desirable	How evidenced
Working in a school environment		✓	A R
Familiarity with school based media resources		✓	A I
Familiarity with music technology software such as Logic Pro 9 and Q-Lab	✓		A I
Familiarity or willingness to train in the use of Adobe programs including Premiere Pro and Encore	✓		A
Ability to fix simple media equipment	✓		A I
Awareness of Health and Safety issues relating to equipment and materials	✓		A I
Experience of supporting and advising students in acquiring a range of technical skills		✓	A I
TECHNICAL JOB RELATED SKILLS	Essential	Desirable	How evidenced
Ability to communicate effectively, both orally and in writing	✓		A I
Accuracy and attention to detail	✓		A I
Accurate record keeping	✓		A I
First Aid Certificate or willingness to train	✓		A
To drive the school minibus (with appropriate CSV licence) as required by the needs of the Performing Arts Faculty		✓	A
Organisational skills	✓		A I
PERSONAL JOB RELATED SKILLS	Essential	Desirable	How evidenced
Commitment to professional standards	✓		A
Commitment to quality and continuous improvement	✓		A
Ability to work under pressure	✓		A I
Ability to prioritise and meet deadlines	✓		A I
Team orientated	✓		A
Customer orientated	✓		A I
Ability to adapt and work with both staff and students	✓		A I
EDUCATION / QUALIFICATIONS	Essential	Desirable	How evidenced
Equivalent of GCSE Maths and English subjects at Grade C or above;	✓		A I
Evidence of relevant further education/training		✓	A
Willingness to undertake further work related training	✓		A I
OTHER REQUIREMENTS	Essential	Desirable	How evidenced
Willingness to attend Open Evenings and other evening meetings as required to meet the school's needs	✓		A I
Commitment to uphold the school's Equal Opportunities Policy, and Safeguarding and Child Protection Policy	✓		A I R

A – Application form I – Interview R – Reference





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Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Our staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't underestimate the responsibility and sometimes stress that comes with working in a busy Academy environment.

How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Internal Intranet where all information is one place and data dashboards to support analysis of data
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No expectation to deal with emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Associate Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.





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How to apply

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this! If you cannot make a visit, then please feel to phone us to talk about the post.

The application form can be found on the vacancies section of Lord Grey Academy's website:
<http://www.lordgrey.org.uk/general-information/vacancies/> Please note the application form is available on the right hand side of the above link.

You should ensure that you complete all sections of the application form. There is a space on the form titled **Support of Application** and in here you should explain how your experience will help you to carry out the job that you have applied for and how you think you meet the criteria in the person specification. This section should be no more than 1 side of A4.

