
Job Description for Performing Arts Apprentice

Responsible to: Head of School

Based at: New College Pontefract

OVERALL PURPOSE OF THE POST

- Supporting teachers and students in lessons within the School of Performing Arts.
- To play an active role in supporting Performing Arts enrichments.
- Supporting the Performing Arts Technician with all aspects of the role.

MAIN DUTIES

This is an Apprenticeship role – full training on these points in the job description will be provided and you will be working towards undertaking these duties after suitable training and supervision has taken place.

- Set up, control and supervise instruments, PA and other equipment for events, concerts and productions as and when required and operate light and sound support as appropriate.
- Play an active role in supporting Performing Arts enrichments – this may involve some time outside of your usual working hours as an expectation of the post, with time in lieu being awarded.
- Attend student trips and visits as required to support learning, for example for industry-based learning, concerts, productions and festivals.
- Supporting teachers and students in lessons within the Performing Arts School.
- To support the maintenance of all Performing Arts equipment which includes:
 - Making regular checks to ensure all equipment/instruments are in safe and sound working condition;
 - Repairing/arranging for repair of and servicing all equipment and instruments;
 - Ensuring all equipment is clean, safe, tidy and secure;
 - Help to keep an accurate inventory of all equipment and instruments;
 - Record student performances and coursework production or enrichment events, as required.
 - Assist in maintaining a learning environment in which students and staff can work effectively, including ensuring the performing arts facilities are kept tidy at all times.
- Undertake other duties as requested and as commensurate with the post.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report

any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Performing Arts Apprentice

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIREABLE
Relevant Experience		<ul style="list-style-type: none"> Some experience in delivering effective technical skills
Education and Training	<ul style="list-style-type: none"> Good general standard of education, including a minimum of GCSE level C/4 or equivalent. Willingness to undertake further training relevant to the post. 	<ul style="list-style-type: none"> Confidence in using IT and technical (lighting, sound, music technology) software and equipment. A Level in one of the Performing Arts: Dance, Drama, Music, Music Technology.
Special Skills and Knowledge	<ul style="list-style-type: none"> Ability to behave in a corporate way, communicating and promoting the College's vision and values to staff and students, stakeholders and partners. Ability to handle pressure, to prioritise tasks and to meet deadlines. Excellent organisational and time management skills. Attention to detail and accuracy. Customer services/care approach to work. An understanding of how to handle sensitive data of a confidential nature. Commitment to Equality, Diversity and Inclusion. 	
Personal Skills and Qualities	<ul style="list-style-type: none"> Ability to communicate at all levels (both internally and externally). Good problem-solving skills. Ability to work effectively as part of a team but also to work using your own initiative. 	
Additional Factors	<ul style="list-style-type: none"> A desire to work in an educational institution with people in the 16-19 age range. A passion for performing arts. Willingness to contribute to whole College events. A supportive and empathetic approach to students. Ability to cope with unexpected situations. Flexible approach to work, including working evenings when required. Enthusiasm and commitment for the post. Commitment to safeguarding the welfare of students. 	<ul style="list-style-type: none"> Knowledge of Health and Safety issues.