



Stoke Newington School
& Sixth Form

JOB PACK

Photography & Theatre Technician

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Job advertisement

Photography & Theatre Technician
Scale 5 - Term-time only.
28.8 hours per week
0.8 Full Time Equivalent
Salary: £24,135 pro-rata

The School

This is an exciting opportunity to contribute to the development of a successful 11-19 inner-city comprehensive school which has had a recent glowing OFSTED report. The School has specialist Media Arts, Science and Maths College status, and is committed to creative teaching and learning. We are strongly committed to the inclusion of all students.

The Post

The post would suit someone who is keen to work with young people, is a strong team player, has excellent organizational skills and a welcoming manner. Applicants should have A level in Photography or equivalent relevant experience. Experience working in a relevant discipline in a learning environment is essential. Applicants should have an enthusiastic, flexible and professional approach to working, and work well under pressure.

We provide very well regarded professional development opportunities for all staff.

Contacting us

If you feel you can make a positive contribution to our school, please apply online via our website, www.stokenewington.co.uk.

You can find an application form on <https://www.stokenewingtonschool.co.uk/jobs> . I look forward to reading your application. Please email complete applications to recruitment@sns.hackney.sch.uk or call on 020 7241 9600 for further information.

The closing deadline for applications is midnight Tuesday 12th December.

As employers we are committed to safeguarding and promoting the welfare of children. An enhanced DBS clearance is a statutory requirement for all positions.

We are an equal opportunities employer committed to ensuring diversity in our workforce.

Stoke Newington School & 6th Form
Clissold Road
London, N16 9EX
Tel: 020 7241 9600

Job details

Job title: Photography & Theatre Technician

Directorate: Stoke Newington School

Reporting to: Head of Photography

Grade: Scale 5 (Term Time Only) 0.8

Job description

- Purpose of the post:
- Manage specialist curriculum/resource function to enable outstanding teaching and learning.
 - To be an organised Photography technician and support all Photography exhibitions.
 - To run a series of after school workshops on Photography for staff and pupils.
 - Provide general support in a specific curriculum and resource area, including preparation and maintenance of resources and support to staff and pupils.

Main duties and responsibilities:

Direct Responsibilities:

Support for Pupils:

- Use specialist skills/training/experience to support pupils undertaking a wide variety of courses including GCSE, A Level and BTEC as required by Head of Department.
- Support pupils in accessing learning activities under the guidance of the teacher.
- Support students in the use of general and specialist equipment and materials including printing and photocopying.
- Management of an equipment loan system to staff and students including laptops, cameras etc.
- Ensure the safe digital and physical storage of student work.

Support for Staff :

- Be responsible for creation and maintenance of purposeful, orderly and productive working environment.
- Be responsible for timely and accurate preparation and use of specialist equipment/resources/materials.
- Design posters and leaflets promoting the work of the Photography Department.
- To develop and maintain a digital resource bank for the Photography Department.
- Make arrangements for workshops and out of hours classes, including booking external tutors, room preparation etc.
- Take a role in planning, development and organisation of systems/procedures/policies.
- Manage records, information and data, producing analysis and reports on equipment.
- Promote and ensure the health and safety and good behaviour of pupils at all times.
- Key responsibility for the maintenance and management of technical equipment in Theatre, support assemblies and productions held in the Theatre.

Support for the Curriculum:

- Be responsible for the management of stock levels, including ordering, checking deliveries, raising queries, monitoring of a budget in liaison with the Head of Photography, and regular
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audit of resources.

- Be responsible for maintenance/quality/operation/safety of specialist equipment including printers and photocopiers, dealing with faults and training as appropriate.
- To maintain the asset register for the Photography Department.
- To take a lead on display within the Photography area and communal areas of the school, including setting up the annual exhibition, moderation displays for external examiners and external exhibitions, clearly supporting the ethos of creativity and identifying the school as a Specialist in Media Arts.
- To support the wider work of the school as directed e.g. LGBT, Black History Month, Creative Days, liaising with other departments and members of staff as appropriate. This will involve ordering, displays and organisational arrangements.
- To organise and participate in trips within the UK and abroad to support the Photography Curriculum, including booking, recording money, travel arrangements and ensuring risk assessments are completed by the lead teacher.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Provide specialist advice and guidance as required.
- Deliver learning activities to students within an agreed system of supervision in specialist area.

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- Be responsible for the provision of out of school learning activities within relevant discipline e.g. clubs, extra-curricular activities within guidelines established by the school.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

Job title:	Photography & Theatre Technician
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Person Specification	Essential	Desirable
Qualifications	✓	✓
1. A Level photography or equivalent experience in relevant discipline	✓	
Experience	✓	✓
2. Experience working in a relevant discipline in a learning environment.		✓
3. Experience working in and maintaining a darkroom		✓
4. Experience of display and exhibiting work		✓
Knowledge	✓	✓
5. Working knowledge of relevant policies/codes of practice/legislation.		✓
6. Working knowledge of national curriculum in specialist area, according to particulars of the post.		✓
7. Understanding of statutory frameworks relating to teaching, according to particulars of the post.		✓
8. Knowledge of photography specialist equipment/resources	✓	
9. Knowledge and understanding of photography practice	✓	
10. Working knowledge of relevant policies/codes of practice/legislation	✓	
Skills	✓	✓
11. Excellent numeracy/literacy skills.	✓	
12. Effective use of ICT to support learning,	✓	
13. Use of specialist equipment/resources.	✓	
14. Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
15. Ability to work using own initiative and with minimal supervision.	✓	
16. Ability to prioritise and meet deadlines.	✓	
17. Ability to relate well to children and adults.	✓	
18. Effective use of ICT to support learning including Photoshop	✓	

19.	Ability to actively seek learning opportunities to develop skills	✓	
20.	Display a commitment to the protection and safeguarding of children and young people	✓	
21.	Ability to be creative and inspire young people	✓	