



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

Performing Arts & AV Technician

Information for prospective
members of staff



Appointment of a Performing Arts & AV Technician

St Joseph's College is seeking to appoint a Performing Arts & AV Technician to join the team with immediate effect. The Performing Arts & AV Technician is a member of the support staff which prides itself in the provision of first class support to all aspects of St Joseph's College.

It is essential that applicants have a positive 'can-do' attitude towards providing excellent customer service and the ability to work flexible hours to meet the needs of the College.

The position is full-time.

Applications will be reviewed upon receipt.

Contents

Message from the Head	page 3
Purpose of the Job	page 4
Areas of Responsibility	page 5
Conditions of Service	page 6
Person Specification	page 7
About the College	page 8
Our Missions and Aims	page 9
Why St Joseph's?	page 10
Appointment Procedure	page 12
Interview Process	page 13
How To Find Us	page 14





Message from the Head, Mrs Laura Stotesbury



Thank you for your interest in St Joseph's College. I am delighted that you are considering our school and I trust that this recruitment pack will provide you with the information you require both about the post and the College.

I believe that this is an exciting time to be joining St Joseph's College. There has been a significant growth in the pupil roll over the last few years and the governors are continually looking to invest in the facilities. There is a real appetite for what we have to offer as both an educational establishment and an employer.

The College seeks to be a school which places an emphasis on providing an all-round education: academic, pastoral, social and spiritual, where pupils develop the attributes of commitment, collaboration, confidence, communication and compassion through the various aspects of school life. The College is a very happy place, and colleagues enjoy teaching here.

I hope that you will want to apply for this post. I recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration.

Mrs Laura Stotesbury
Head

Reporting to: Head of IT Strategy

Purpose of the Job

To provide high-quality Audio-Visual Support to meet the College's AV requirements for assemblies, productions, performances, shows, events, exams, meetings and classrooms. To provide support, help and advice to staff and students to ensure that these events run smoothly and professionally. To liaise and work alongside the Drama and Music departments to assist with pre and post production of events.

The Performing Arts & AV Technician will be a key player in supporting all aspects of the Music Centre, Theatre, Drama Studio and College Hall Operations and will work closely with the Head of Music, the Head of Drama and with pupils of all ages.

You will support the College in providing AV support for events in the College and Prep Hall. This will include Senior School assemblies on Tuesdays and Thursdays, Prep School assemblies on Mondays and Fridays and events, talks, presentations, staff meetings and inset days that occur at other times.

You will provide support with equipment maintenance for both departments. An understanding of the importance of Health and Safety and be willing to embrace the positive ethos within the College, ensuring that performing arts activities within the College are run in a safe manner that is entirely auditable.

Although no formal technical qualifications are required, knowledge of the technical operations (including music technology, light and sound for drama) is essential.

The role is focused on support to pupil activities, whether this be academic or extra-curricular. However, the College is constantly expanding access to its facilities through, for example, an increased number of lettings.

The hours required to support the Drama and Music departments will vary from week to week depending on the events taking place. When not supporting the departments you will be a member of the IT Team with jobs allocated by the Head of IT Strategy.





Areas of Responsibility

- Provide AV technical support for classrooms, productions, performances, shows and events, including plays, concerts, assemblies, examinations, open mornings, speech days, sports days and meetings
- Provide AV Technical support for assemblies for the Prep School (2 assemblies per week) and the Senior School (2 assemblies per week) which includes preparation for the assembly
- To be responsible for all AV across the school to ensure everything is working correctly, maintained, charged and ready to use
- Liaise with individuals and departments to ensure relevant support is anticipated and provided
- Set up of performance / event venues
- Set up and operate lighting, sound and multi-media equipment as required, including presentations for assemblies and visiting speakers
- To be responsible for rigging and patching stage lights on the lighting rig at height
- Conduct regular preventative maintenance
- Provide instruction/training to staff and students on the operation of AV equipment where necessary
- To be responsible for co-ordinating all appropriate audio/visual installations and removal. For example: classroom projectors, speakers, digital displays
- To assist with video/audio pre and post-production for departments across the College
- To assist the Drama and Music Departments with productions for lighting, sound, recordings setup, including GCSE and A Level performances
- To be responsible for maintenance and management of all AV equipment
- Where necessary co-ordinate projects involving installing AV technology and liaise with relevant third parties and contractors
- To maintain knowledge of specific technical specialisms, and provide advice regarding their applications
- Ensuring asset management of all AV equipment is accurate and kept up to date
- The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Head of IT Strategy which could include work for the IT Department when needed



Conditions of Service

The position is full-time, all year round.

The working hours are 37.5 hours per week but, due to the nature of the role and events at the College, flexibility with working hours is essential and your hours will be agreed locally in advance depending on the needs of the College. You may take time off in lieu when working additional hours and there is also the opportunity to work from home when not required in school.

There are a number of weekend and evening commitments during the school year which you may need to attend, and these hours will also be taken in to account for time off in lieu.

You will be required to record additional hours through the school year and your working schedule will be agreed locally in advance. The post holder will receive a negotiated salary, depending on experience and qualifications.

There is an entitlement to 5.6 weeks' holiday per annum (which includes public and bank holidays), and this is reflected in the salary.

Person Specification

Criteria	Essential	Desirable
Experience, Knowledge and Skills	<ul style="list-style-type: none">Good standard of numeracy and literacyExperience of providing AV supportExperience of video editing and live streamingExperience of operating sound and lighting desksAbility to work proactively with good planning and organisation skillsCustomer focussed and committed to the delivery of excellent customer serviceExcellent interpersonal skillsAbility to adopt a flexible approach to work activitiesLiaising with key stakeholders to meet key project milestonesDevelop and maintain 3rd party partner relationshipsAbility to work on own initiative and as part of a teamKnowledge of specialist AV hardware and software	<ul style="list-style-type: none">Working at heights training e.g. PASMA or similarPrevious experience of working within an educational settingExperience of training staff and users
Personal Qualities	<ul style="list-style-type: none">Responsibility for own professional development and be willing to partake in further developmentA team player with energy, commitment, enthusiasm and resilienceA commitment to Health and SafetyA commitment and understanding of child protection and safeguardingFlexible approach to working hours as some out of hours work will be required	



About the College

St Joseph's College is the leading independent day school for boys and girls aged 3 to 18 in Berkshire. It is fully co-educational and consists of the Senior School (ages 11 to 18) and the Prep School (ages 3 to 11). The Senior School and Prep School are located within a single campus.

Awards

The College has won several awards over the last two years including TES Independent School of the Year, Outstanding Progress at the Education Business Awards and Outstanding Leadership Team at the Leadership Awards.

Ethos

St Joseph's is a Catholic school welcoming pupils of every faith or no faith. Pupils are educated in an atmosphere where Christian values and standards are recognised and established. The size of our classes means everyone receives the individual guidance and support they need to achieve their potential. Staff, pupils and parents form strong links, with a focus on both the academic progress and the well-being of each pupil. We encourage all pupils to develop an awareness of their own role in society.

Points of Entry

The main points of entry to the school are at age 3, 11, 13 and 16. Entry into the Senior School is by formal assessment, and around 60% of applicants to the Senior School are from maintained primary schools.

Leavers' Destinations

The majority of Sixth Form leavers go on to their choice of university to study a diverse range of subjects. Examination results are strong and improving year-on-year, however our focus is very much on producing young adults who also have skills for life such as confidence, social skills and a good understanding of the world around them.

Recent Developments

During the past six years the Governors have taken a number of measures to develop the College. In addition to becoming co-educational these include an emphasis on marketing and a substantial investment in facilities, buildings and staff. Consistently rising pupil numbers provide momentum for growth and the confidence to make further investment.

The Future

Looking to the future, St Joseph's will continue its ambitious plans to enhance and develop the College. However, we will ensure that as we grow, our caring ethos remains at the heart of the College. The warm and friendly nature, together with the way pupils display concern and respect for one another, are often commented upon by visitors and parents. We are proud of this and it is one of the most rewarding aspects of working here.

Our Missions and Aims

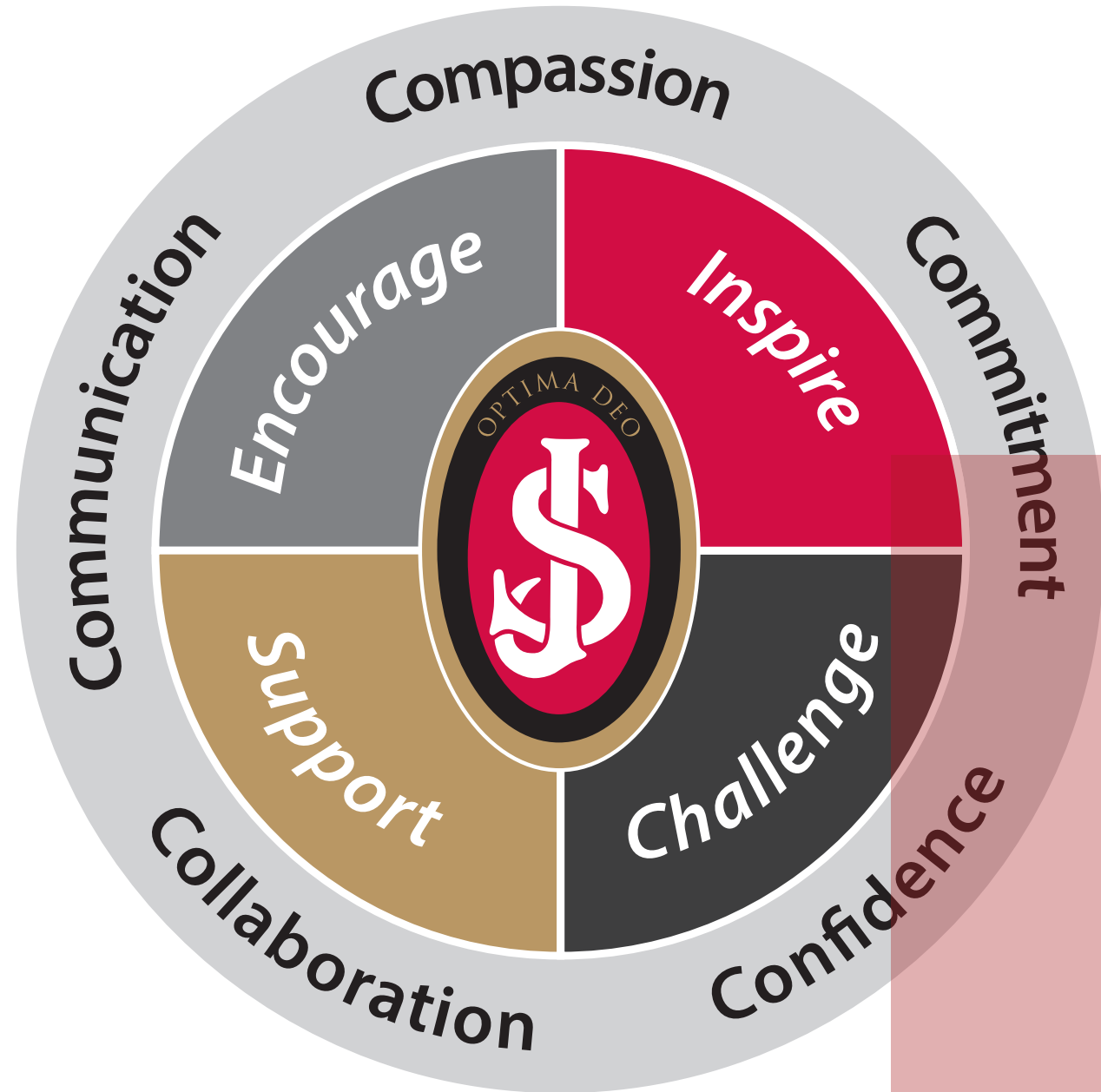
At St Joseph's, our mission is to encourage, inspire, challenge and support pupils to fulfill their potential in a community founded on Christian values.

We aim to develop life skills of commitment, collaboration, confidence and communication in each pupil, throughout each of their years at the school.

The College was inspected by ISI in February 2014

The main findings of the report states:

- Attainment is generally high in relation to pupils' abilities
- The curriculum plan provides pupils with a rich learning experience
- Teachers know their pupils well and offer care, support and guidance which is greatly appreciated by pupils and parents
- The personal development of all pupils throughout the College is excellent
- The relationships between staff and pupils and amongst the pupils themselves are friendly and supportive
- The Senior Leadership Team share a clear vision for future development





Why St Joseph's?

At St Joseph's we offer:

- A safe and happy environment in which academic and social skills are developed
- Education for boys and girls from age 3 to 18
- A varied curriculum and excellent facilities
- A strong sense of community
- High academic reputation
- Wide range of extra-curricular activities including a strong tradition of music and drama

St Joseph's is staffed by teachers who combine the best in traditional educational values with a sharp awareness of what is appropriate for pupils who need to be prepared for the twenty-first century. Our pupils are encouraged to be confident, questioning, independent learners, whilst at the same time developing a moral and spiritual sense of purpose in their lives and in their studies.

Salary

The College has its own salary scales, with starting salaries dependent on the experience and qualifications of the successful candidates. Salary scales are reviewed annually by the Governors, to ensure they remain competitive. Annual salary is paid by bank transfer on the last working day of each month, in 12 equal monthly instalments.

Non-contractual benefits

School fee reduction

Staff at St Joseph's College are eligible for a staff discount on basic tuition fees of 50% for full-time staff, pro rata for part-time staff, subject to their child(ren) meeting the entrance requirements.

Childcare vouchers

St Joseph's participates in the government's salary sacrifice childcare voucher scheme. Further details are available from the Bursar's office.

Pension

The College participates in a contributory pension for non-teaching staff. Further details are available from the Bursar's office.

Cycle to work scheme

The school allows staff with an employment contract for 12 months or more to purchase a bicycle through this scheme. Further details are available from the Bursar's office.

Eye tests

Members of staff are entitled to a free annual eye test.

Drinks and snacks

Tea, coffee and biscuits are available to all staff at break time, and there is access to hot drinks throughout the day. Snacks and light meals are provided to staff when working later in the evening for school events.

Lunch

A duty meal may be obtained from the Dining Hall between 12.00pm and 2.00pm.

Use of a private vehicle

Subject to a journey being approved by the Bursar or Headmaster, staff can use their private vehicle for school journeys during working hours. The insurance will be under the school's insurance and staff can claim for mileage.

Car parking

All staff may park in the school car park, subject to the availability of a space. A valid school parking permit must be displayed clearly on the windscreen of any car parked onsite.

Counselling

Staff have access to a 24 hour telephone counselling helpline. In addition, the lay chaplain or visiting school counsellor may be able to see staff.

Legal advice

Staff have access to a 24 hour legal information telephone helpline, covering issues such as consumer rights, debt, tax and personal injury.

Healthcare helpline

A telephone based healthcare support service is available to all staff at no cost.

Swimming pool

Staff are permitted to use the school swimming pool during designated staff swimming sessions.

CPD and training

Professional development is nurtured and encouraged, and the school has a full annual INSET programme.

Staff Room

There is a professional, friendly and supportive Staff Room, together with departmental workspaces throughout the school.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.





Appointment Procedure

- Applications will only be accepted from candidates completing the College Non-Teaching Application Form in full, accompanied by a covering letter.
- The covering letter should illustrate specifically why you think you should be considered for this role, giving clear evidence of how your skills and experience meet the requirements of the role. You should give clear examples, and relate these to the job description and person specification.
- These should be emailed to recruitment@sjcr.org.uk or alternatively sent by post to Mrs Guest, HR Coordinator, St Joseph's College, Upper Redlands Road, Reading, Berkshire RG1 5JT. Electronic application is encouraged and preferred.
- Applications will be reviewed upon receipt.
- All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current or most recent employer. For shortlisted applicants for teaching posts, references may be taken up prior to interview.
- St Joseph's College employs personnel who are best qualified for the post without discrimination in respect of age, disability, race, gender or native origin.
- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Successful applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.
- A copy of the College Recruitment, Selection and Disclosures Policy and Procedures can be found on the College website: <https://www.sjcr.org.uk/vacancies/>

Interview Process

- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.
- During your visit you should expect to attend a number of interviews with different members of staff. We will also assess your suitability to work with children.
- The interview may include other forms of assessment such as administrative tests, a presentation, or a demonstration of relevant practical or other skills.
- In addition to formal interviews there will also be an opportunity for shortlisted candidates to tour the College and to meet prospective colleagues.
- The College requests that all candidates invited to interview also bring with them:
 - A current driving licence including a photograph, or a passport
 - A utility bill or financial statement issued within the last three months showing the candidate's current name and address
 - Where appropriate any documentation evidencing a change of name
 - Proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.



How to find us

- St Joseph's College is situated in central Reading, near the University and the Royal Berkshire Hospital. It is close to the M4 (Junction 11) and has excellent transport links.
- If travelling by train, the school is approximately 20 minutes' walk from Reading Station, or alternatively there are a number of local buses that stop close by.
- To accurately locate the College entrance at 64 Upper Redlands Road on some GPS satellite navigation systems it may be necessary to use the postcode RG1 5JP.

