

Appointment of

Permanent

Full or part time during term time

Performing Arts Technician

To start as soon as possible



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Working at Godolphin and Latymer

Godolphin and Latymer is one of the country's leading independent day schools for girls. Founded in 1905, it has been both a state grammar school and an independent school in its 117 years. Located in Hammersmith, West London, close to the exciting cultural life of the capital, the school is a dynamic and energetic community of 800 girls, together with approximately 150 teaching and support staff. There are approximately 220 girls in the Sixth Form, studying for both the IB and A levels. Hammersmith itself is very conveniently situated less than 20 minutes from central London, sitting on a beautiful stretch of the River Thames and with plenty to offer, including several fine restaurants and two of London's best theatres.

Godolphin and Latymer is an academically selective school and our girls are bright, enthusiastic and inquisitive. They love learning and are increasingly demonstrating their ability to be creative and critical thinkers, keen to solve problems using their own intellectual resources. Teaching here is a most rewarding experience. Girls are motivated and engaged in their learning. Our harmonious community is socially, culturally and ethnically diverse, indicative of the cosmopolitan world of West London. Our catchment area is relatively wide, encompassing all areas of West London, plus a number of areas further afield from which girls are able to commute easily to Hammersmith because of its excellent transport links. (We are a couple of minutes from each of Hammersmith's tube stations and its bus station.) Relationships between girls and all staff are superb and we place great significance on valuing the individual and expecting the highest of standards in all that we do. The school is governed by principles of mutual respect, tolerance and consideration for others. Girls are very supportive of each other, sensitive and aware of others' needs and proud of their school and its ethos and history. A fine example of this is the extensive support given to our Bursary Fund by all sections of the school community, present and past.

Pastoral care and working collaboratively with parents is fundamental to the success of our girls. We value good communication between all sections of our community and try to be proactive in keeping up to date all who are involved with the school. The school plays a key role in the local area; girls take part in voluntary work schemes with many local businesses and institutions. We run a number of community events including; a public lecture series, the annual arts festival, monthly tea parties for the local elderly, and the weekly Ancient World Breakfast Club.

The school's facilities are excellent and the governors are aware of the need to ensure that such standards are maintained. Our sports facilities include a full-size all-weather hockey pitch and three netball courts, which convert into twelve tennis courts during the summer term, all of which are floodlit, and the Hampton Sports and Fitness Centre (new and purpose-built for September 2015), which contains a four court sports hall, a climbing wall, a dance studio and a fitness suite. Our performing arts centre, the Bishop Centre, housed in the imaginatively converted church of St John the Evangelist, together with the Rudland Music School, is also a recent example of the investment that is crucial to the school's continued development. Teaching and learning resources are plentiful and the use of ICT to facilitate learning is at the forefront of our current strategy. iPads are used by the girls in learning and all teaching staff are given iPads. The school aims to be forward-looking in its approach to teaching and learning and emphasis is placed on pedagogical development amongst all teaching staff.

Extra and super curricular activities play a fundamental part in the education we offer here. All staff play a full part in this aspect of our school's life, with numerous opportunities to lead activities, and to develop interests old and new, in school and on visits both in the UK and abroad. Girls are active participants in this programme, both as leaders and contributors, as well as benefiting from the extensive variety of the provision.

In September 2020, the Godolphin and Latymer School Foundation merged with Redcliffe School Trust, a co-educational Preparatory School in Chelsea. The Preparatory School is now known as Godolphin and Latymer Redcliffe Gardens School.

Why work at Godolphin and Latymer?

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and a mutually supportive approach. Expectations of staff are high, but equally, personal workloads are carefully considered by the supportive leadership team. There are plenty of opportunities for further appropriate professional development and a generous inset budget is provided. Support staff and teaching staff are valued equally for their part in the overall success of the school and there is a strong sense of camaraderie and fun!

The governors are keen to ensure that staff remuneration is always competitive and that staff are fairly rewarded for their commitment to the school

Staff turnover is relatively low, indicating a stable staff, yet we also pride ourselves on the welcome and support that we give to new colleagues and we very much value their ideas and contributions. People enjoy working here!

Your professional duties

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and responsibility.

All staff working in the School during the school day will have some contact with children and will therefore be in regulated activity. In your role you are likely to be regularly working directly with, and be responsible for, children in your care.

You are expected to act in accordance with the aims, policies and administrative procedures of the School.

The following duties shall be deemed to be included in the professional duties which you will be required to perform:

- child protection, discipline, health and safety
 - promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- Participating in any arrangements that may be made for review and appraisal.
- Participating in arrangements for your professional development.
- Participating in meetings at the School which relate to the administration or organisation of the School.
- Participating in administrative and organisational tasks related to such duties as described above.

You may be required to undertake other reasonable duties from time to time as the School may reasonably require.

Job description

The purpose of this position is to provide technical and audio-visual support primarily to the Drama and Music departments for teaching and extra-curricular activities, for theatrical productions and school performances and for other events and functions across the School. The School has a busy calendar of events and performances many of which take place during the evenings and some weekends.

The Performing Arts Technician is responsible to the Director of Drama and will, on a daily basis, liaise with various Heads of Department and the Premises Team.

Responsibilities include:

- To be responsible for the timely and efficient set-up of all technical equipment for school events and performances held in the Bishop Centre, School Hall, Drama Studio, Recording Studio and throughout the school.
- To be responsible for rigging, plotting and programming the theatre lighting in the Bishop Centre and the Drama Studio.
- To oversee the set-up of the staging furniture and equipment for all School events in these venues and to liaise with colleagues responsible for their organisation.
- To be responsible for the maintenance and upkeep of technical equipment in the Drama and Music departments and that used throughout the School (static and loose equipment) which includes theatre lighting, loudspeakers and amplifier racks, rigging and recording microphones, stage manager's console and lighting system, mixing console, projectors, screens, repeater screens, infra-red hearing system and headsets and steel deck staging system.
- To be responsible for trouble-shooting of technical problems with equipment within the Drama and Music departments and to liaise with the ICT department over certain equipment and issues.
- To be responsible for recording and editing events, including both audio and visual, enabling the recordings to be used on the school website and to assist with the recording of composition and recitals for music, and GCSE/IB/A-Level performances.
- To be responsible for the running of the Theatre Tech Club and to supervise students in the safe operation of technical theatre equipment. This includes guidance and support to the Technical Theatre Captains.
- To liaise with the Premises Manager in order to organise regular maintenance and the repair and/or replacement of technical equipment, fixtures and fittings as necessary.
- To be aware of relevant legislation and safe working practises and to be responsible for all health and safety aspects of technical equipment and staging used throughout the School for events and productions. To liaise closely with the School's Health and Safety Officer (The Premises Manager) in such matters.

This list of duties is not exhaustive and may include any reasonable request which ensures the smooth running of the department.

Person specification

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION / QUALIFICATIONS	<ul style="list-style-type: none"> • A qualification in Technical Theatre and production/stage management or equivalent • ICT qualifications or training 	<ul style="list-style-type: none"> • Educated to degree level 	<ul style="list-style-type: none"> • Application form • Appropriate certificates • References
EXPERIENCE	<ul style="list-style-type: none"> • Experience of live sound and recording processes 	<ul style="list-style-type: none"> • Experience of working with groups of children or young adults 	<ul style="list-style-type: none"> • Application form • References • Interviews
SKILLS / ABILITIES	<ul style="list-style-type: none"> • To have good time management skills • To have good interpersonal skills • To be able to work alone but also as a member of a team • To be confident working at height • To be hands-on 		<ul style="list-style-type: none"> • Application form • References • Interview
PERSONAL QUALITIES / BEHAVIOURS / ATTITUDES	<ul style="list-style-type: none"> • To be committed to safeguarding and to promoting the welfare of students • To have a positive attitude • To have a sense of humour • To be self-motivated and a forward planner • To be flexible, resilient and well organised 		<ul style="list-style-type: none"> • Application form • References • Interview
KNOWLEDGE / UNDERSTANDING	<ul style="list-style-type: none"> • To have a knowledge of lighting desks ETC Eos series/ETC Element 2, and be familiar with browser-based lighting control, specifically the LightShark control system • To have an working knowledge of wireless microphone systems • To have good knowledge of Cubase, Mixcraft and Sibelius • To have a knowledge of all aspects of managing infrastructure for events and productions • To have a knowledge of techniques of theatre technical work • To have an understanding of relevant legislation and safe working practices 	<ul style="list-style-type: none"> • Knowledge of schools • Interest in video recording and editing 	<ul style="list-style-type: none"> • Application form • References • Interview

The department

The Music department has collaborated with the Drama department several times in recent years and there have been recent productions of “Little Shop of Horrors”, “The Sound of Music”, “Into the Woods”, and “High School Musical”.

The Music Department

The Music Department is housed in the purpose-built Rudland Music School, which fully opened in September 2008. This was been a very exciting development for the school. Music is now accommodated in large and spacious classrooms, which are fully and appropriately equipped. The ground floor contains two identically-equipped large classrooms for general teaching, both containing keyboard and percussion equipment for our largest classes. These classrooms are separated by a removable partition which, when opened up, gives the flexibility of a vast rehearsal space for extra-curricular groups, for up to 100 girls.

There is an additional classroom equipped with 15 iMac computer workstations, all running the latest versions of educational music software. This is used for the teaching of Music through ICT, across the age range of the school. There is an additional room for the teaching of small classes at GCSE and in the Sixth Form, and we have one Music teaching room recently equipped with 15 iMac computer workstations. The first floor boasts 16 practice rooms for the teaching of instrumental music, one of which is a specially designed room for the teaching of percussion.

Finally, there is a Recording Studio, consisting of Live Room and separate Control Room, housing the latest in digital recording equipment. This room has built in links to the ground floor classrooms and to the performing area in the Bishop Centre.

The Department’s extra-curricular programme is wide and varied. The School’s Symphony Orchestra provides an exciting platform for our most able musicians who have, in the past, performed a selection of concerto movements with orchestral accompaniment. The School’s Junior Orchestra, two String Ensembles, Concert Band, Swing Band, Wind Ensemble and various chamber groups provide music making at all levels. There are frequent formal and informal concerts. The Senior Choir and Chamber Choir sing for school services such as the School Birthday Service and the Carol Service in the Bishop Centre, and occasional evensong services outside of school. Regular international choir tours take place, most recently to Salzburg and Venice, and an orchestral exchange programme with Hamburg’s Johanneum has been running successfully for 38 years.

The Drama department

The department is very well-resourced, with a Drama Studio which hosts an 18 channel LED coloured lighting system, multi-channel audio system, projection system, Apple TV, dance flooring and portable staging system. Productions are staged in our Performing Arts Centre (The Bishop Centre), which hosts an 84 channel lighting rig, stage manager's console system, and state of the art floor panels that can be raised and lowered to a variety of theatrical staging configurations. Our girls are extremely enthusiastic about Drama, and our productions are always a highlight on the calendar for the school community.

Smaller scale performances are performed in the studio, including all A Level and GCSE practical examination work. The studio is connected to the stage manager’s console in the Bishop Centre via a communications link, and so is used as a dressing room during productions, with an audio-video show relay feed from the stage.

The department has an ever-growing wardrobe, with over 400 pieces of costume including hats and accessories. The wardrobe doubles up as a make-up suite during productions in The Bishop Centre, complete with a wall of mirrors. Our small prop store is also growing, and we always appreciate donations and contributions of any interesting or unique items, including lamps, tea-sets, walking canes and candlesticks.

The annual whole school production is a particular highlight in the School's calendar of events.

Speech and Drama

Speech and Drama is an extra-curricular subject within the Drama Department. All students in Year 7 and 8 have a curriculum Drama lesson with their Tutor group each week. Year 9s have a single lesson for half the academic year. GCSE Drama is an option for Year 10 and 11, A Level Drama and Theatre Studies and IB Theatre Arts are offered in the Sixth Form. Many students choose to do both curriculum Drama and additional Speech and Drama throughout their school careers.

The Bishop Centre

The Bishop Centre for the performing arts was completed in March and officially opened in June 2009. This flexible space has provided the school with a huge range of exciting possibilities to showcase the great range of talent within the school. The former church (a Grade 2 listed building) provides an inspiring space for gathering the whole school together as a community with relatively little adjustment needed – however the additions of a highly versatile lighting rig, acoustic blinds and movable floor space means that concerts and dance or drama performances of practically any configuration are possible within the space. The only limit is the imagination.

The building has hosted a range of theatrical productions, numerous music concerts and choral events, presentations, art exhibitions for GCSE, AS and A Level, public lectures as well as workshops and other events for students in-house. The transformative nature of the space has lifted the schools ability to stage a whole range of events in terms of providing a technical, professional facility for the performer or performing team as well as the ability to host our enthusiastic audiences in comfort and style.

Salary, hours and benefits

Salary

The salary awarded will depend on experience and qualifications of the successful candidate. The Governors review salaries each year to ensure they remain competitive. Salaries are paid by account transfer on the 25th day of each month, or the previous working day, in twelve equal payments.

Hours

The working hours are a minimum of 7 hours per day between 9.00am and 6.00pm daily Monday to Friday during the term time and the complete week in which a term begins and ends. Frequent overtime and a high level of flexibility towards working hours, for example, the ability to work mornings and evenings when required, are necessary due to the nature of the role.

Benefits include:

Staff Fee Remission – staff are eligible for fee remission. The continuance and value of fee remission is at the discretion of the Governors.

Medical staff on site – during term time, the School employs two School Nurses and two School Counsellors providing daily cover. All medical staff are available to employees of the School.

Enhanced sick and maternity/paternity pay arrangements – the School offers additional support to staff via its sick and family friendly policies.

Pension Scheme - Membership of the Non-Teaching Staff Pension Scheme with employer's contributions of up to 12%. Automatic life assurance cover (currently 4 times annual salary) for members of the pension scheme.

Personal Accident Insurance – staff are covered for permanent disability resulting from an accident, whether at School or elsewhere. Cover is provided for 365 days of the year.

Private Medical Insurance – membership of a private medical insurance scheme is available at a reduced rate.

Advance purchase of travel cards with monthly repayments – the School will pay for your travel card (minimum three month card) and collect the repayments, at cost, over the life of the travel card.

Cyclescheme – the School is part of the scheme which enables staff to purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

Lunches and Refreshments – during term time, lunches and refreshments provided in the Staff Room and Staff Dining Room are provided by the School to all members of staff, free of charge.

Fitness Facilities – staff are able to use the fitness facilities in the Hampton Sports and Fitness Centre and the School's outdoor sports facilities.

Staff wellbeing – there is a selection of wellbeing sessions available to staff, including acupuncture, massage, mindfulness, yoga, zumba, rock climbing and kickboxing.

Application

Please read the recruitment pack carefully, including the School's Safeguarding and Recruitment policies. Fully completed application forms must be returned to the Personnel Office at the School by post or by email to recruitment@godolphinandlatymer.com **as soon as possible**. Applications must be made on the school's own application form. Please note that CVs alone will not be accepted.

There is no closing date for this vacancy.

Applications will be considered on receipt and interviews may occur at any stage.

Equal Opportunities

It is the policy of The Godolphin and Latymer School to ensure that all job applicants are considered equally and consistently and that no applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

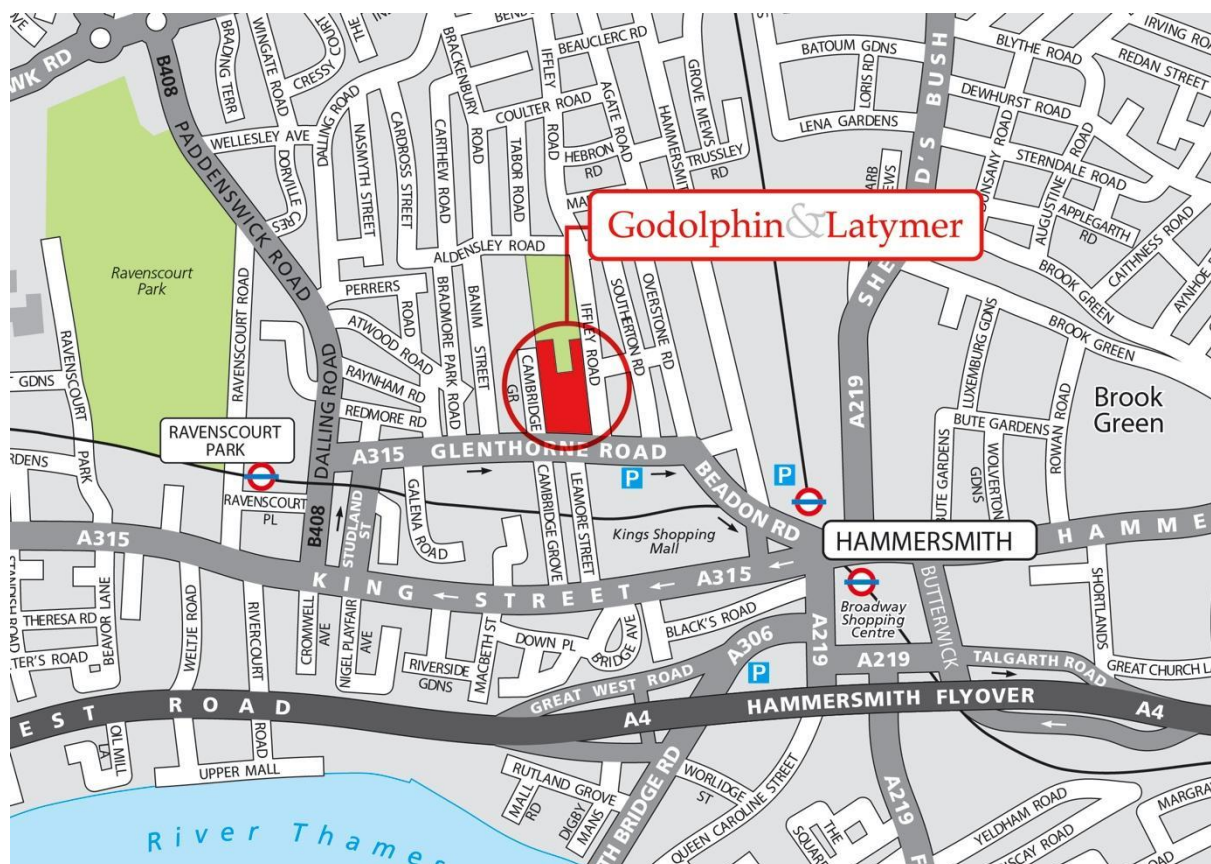
Safeguarding

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children. The School is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask job applicants to declare all convictions, cautions, reprimands and final warnings (including those which would normally be considered 'spent') in order to assess their suitability to work with children. You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the Disclosure and Barring Service filtering rules. The successful candidate will be required to complete a Disclosure & Barring Service application. References will be sought on short-listed candidates and we may approach previous employers for information to verify particular experience and qualifications. The successful candidate will also be required to provide original certificates of qualification and may be asked to undergo a medical examination prior to taking up the post.

Charitable status

The Charity called The Godolphin and Latymer School (charity registration number 312699) is administered by The Godolphin and Latymer School Foundation, a charitable company limited by guarantee (Company number 3598439).

Location



Nearest Underground Stations:

Hammersmith (District, Piccadilly, and Hammersmith & City Lines)
Ravenscourt Park (District Line).

Bus Routes

To Hammersmith Broadway:

9, 10, 27, 33, 72, 190, 209, 211, 220, 266, 283, 295, 391, 419

To Glenthorne Road: 27, 190, 266, 267, 391, H91

By Car

There is a one-way system in Hammersmith.

From Hammersmith Broadway: turn left into King Street, take the second right into Cambridge Grove, turn right into Glenthorne Road and turn left into Iffley Road for the school.

Car Parking

We regret that there is no car parking available in the school grounds, but there is a public car park (entrance in Glenthorne Road) only a few minutes from the school, which is inexpensive. There are a number of pay by phone parking bays available in the streets surrounding the school.

Please note that the entrance to the school and the staff car park is on Iffley Road.

On Arrival

Please report to Security.

