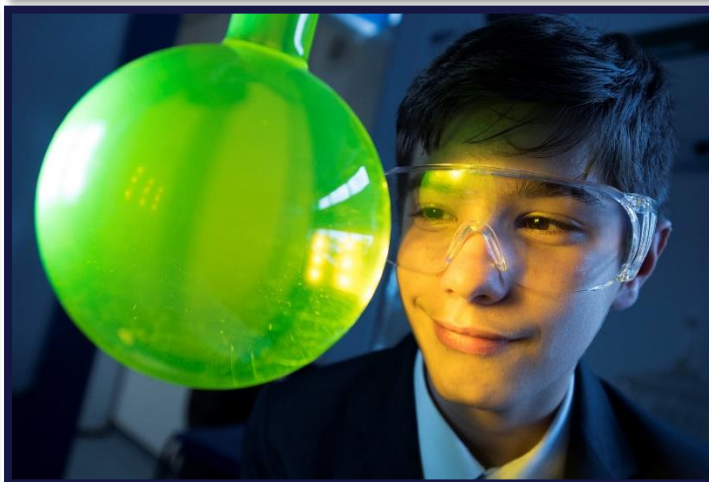


# Creative Arts Technician

## Information for Applicants



**Birchwood**  
Community High School

# Letter from the headteacher



December 2025

Dear applicant,

I am delighted that you are looking to apply for a job here at Birchwood Community High School. I feel very lucky to be the headteacher at this vibrant school. BCHS is an amazing place to work, with a unique sense of spirit and community – it is warm and welcoming, people-focused and totally dedicated to the community that we serve.

Our staff are passionate about education and believe that all young people should be inspired to be the very best that they can be. Our vision and values articulate the things that we put importance on and also encapsulate the school's spirit: we are a team. The staff know this, our parents/carers know this and, most importantly, our students know this. Our vision at BCHS is to have students who understand the power of aspiration, knowledge and kindness.

We believe in the power of knowledge and the importance of a challenging, word-rich curriculum for all. That said, we are not all about the academic, we actively teach social responsibility and direct students in acts of kindness within the school setting but also in our wider community. We view it as our duty to ensure they leave us with high aspirations, secure knowledge and a kind heart.

We pride ourselves on the core ethos of our school being underpinned by the strongest foundations of discipline, respect, tolerance and compassion – we ensure our students are equipped with a strong moral compass. We offer a very strong extra-curricular programme with every member of staff offering a provision, it is an aspect of our school community that we are very proud of, and rightly so.

We know that our students are excellent people, and they thrive in a culture of achievement and success; we have high expectations, encouraging them to be aspirational in their learning and to enjoy all aspects of school life. Academic standards at BCHS are good for all students irrespective of their starting point. However, we know that we are all capable of even more. We continue to strive to improve levels of student achievement and move towards being recognised as outstanding in all areas.

It is essential that we appoint the right person to this role, and it is important that their values and views align with what we are trying to achieve as well as our philosophy on staff wellbeing and development.

Our website and this application summary can only give you a flavour of who we are, but I hope that it will inspire you to apply for the Creative Arts Technician vacancy. If you have any questions or need any further information about this fantastic opportunity, please do not hesitate to contact the us on [joinus@birchwoodhigh.org](mailto:joinus@birchwoodhigh.org)

**Vacancy details:****Salary Scale**

NJC Grade 4 (£25,989 - £26,403 FTE) Actual Term Time Salary is £ 15,709.

**Start Date:**

Mid-January 2026 (ideally)

**Contract**

26 hours per week, this is a permanent position.

**Method of Application**

The preferred method of application is electronically via email. All applications must be made using the school's application form. Applications will be shortlisted for interview and the HR Manager will contact those selected regarding the time and venue. Applicants who have not been contacted within two weeks of the closing date can assume that on this occasion their application was unsuccessful.

**Closing Date**

Applications received after the closing time of 9am on Monday 15<sup>th</sup> December 2025 will not be considered.

**Interview Dates**

TBC

**Safeguarding**

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and Birchwood Community High School policies and practices to ensure learners are safeguarded and protected. The school is committed to safeguarding and promoting the welfare of children. (Rehabilitation of Offenders Act 1974).

Please feel welcome to come and have a visit before applying, but be assured that whether you visit or not, it will not affect the short-listing process. If you would like to have a look round, please email our HR Manager, Tina Wiegand ([twiegand@birchwoodhigh.org](mailto:twiegand@birchwoodhigh.org)) to arrange.

Thank you for considering our truly amazing school as the next chapter in your career, and hopefully I will be reading your application soon.

Yours sincerely,



Emma Mills  
Headteacher



**‘There is a ‘buzz’ of energy in classes, reflecting pupil’s positive attitudes to their learning.’**





## Our Vision

Team Birchwood believe in the power of aspiration, knowledge and kindness. We know that we achieve our best when we work together.

## Our Ethos

High aspirations, high expectations and high achievement rely upon a positive working environment based upon respect. For us, respect means consistent positive regard for everyone in our learning community. A strong moral purpose enables students in our school to grow into independent, responsible young adults who can access a happy and healthy future.

At Birchwood we strive to ensure that every lesson counts, for every child, every day. We expect teachers to deliver engaging lessons that ensure students acquire powerful knowledge and develop both essential and desirable skills. For this to happen, behaviour must enable every teacher to teach and every child to learn. We expect students to come ready each day to challenge themselves to be the very best they can be. We have a wide variety of extra-curricular activities to help children develop all their skills and talents and there are many opportunities to develop their leadership skills throughout their school life.

## Our Mission

We are 100% committed to our students. We seek to sustain a community that is rooted in respect and the belief that every student can succeed. We endeavour to equip our young people with the qualities, qualifications and values that will enable them to lead fulfilling lives and become responsible citizens. We want the children in our care to leave us with high aspirations, secure knowledge and a kind heart.

We maintain high standards of ethics and behaviour; one of the ways this is by embracing the British Values: democracy; the rule of law; individual liberty and mutual respect; and tolerance of those with different faiths and beliefs.

## Our Aims

We wish for our students to be:

- safe, happy and cared for in a secure and supportive environment.
- supported and challenged to do their best through excellent teaching, a broad and balanced curriculum and a wide variety of experiences.
- recognised, celebrated and rewarded for all their achievements that they develop confidence and independence.
- developed emotionally, intellectually and morally so that they are able to be successful in the rapidly changing, multicultural society in which we live.
- successful, whether through academic qualifications or a more vocational route, so they can move on to the next stage in their life.





# School Profile

- We joined One Community Multi Academy Trust on 1 September 2023
- The school is of an average size with 900 currently on roll.
- The most recent OFSTED inspection (October 2024) judged the school to be Good in all areas.
- The percentage of students on the Pupil Premium register is 41%, which is above the national average.
- The proportion of students with SEND (EHP) is in-line with the national average.
- Most students are of white British heritage.
- Students arrive at the school with outcomes broadly in line with national averages.



## JOB DESCRIPTION

<b>Job title</b>	<b>Creative Arts Technician</b>
<b>Reporting to</b>	<b>Head of Performing Arts</b>
<b>Job purpose</b>	<ul style="list-style-type: none"> <li>To support teaching colleagues with the delivery of high quality of learning and experience for students within the Creative Arts Departments.</li> <li>To provide effective administration, operational and technical support within the Creative Arts Departments.</li> <li>To effectively support regular extra-curricular activities.</li> <li>To provide technical and operational support for whole school events.</li> </ul>
<b>Key Tasks and Accountabilities</b>	<p><b>Creative Arts</b></p> <p><b>Teaching and Learning support</b></p> <ul style="list-style-type: none"> <li>To develop effective relationships with colleagues and students, and to be available during timetabled lessons to support students requiring assistance with resources, practical work or music technology (including playing a musical instrument if relevant or appropriate)</li> <li>To be available to support teaching staff especially during GCSE Music Drama &amp; Photography lessons.</li> <li>To provide technical support with audio and / or video recordings of any student as required in relation to public examinations, auditions or virtual concerts / performances on or off site as required.</li> <li>To support with rigging, plotting, focusing and running of lights and sound in student performances as required in relation to public examinations, auditions or performances.</li> <li>To support with the design, development and maintenance of the gallery space.</li> <li>To provide IT support for creative arts students and management of student files, including digital resources and coursework.</li> </ul> <p><b>Extra-Curricular support</b></p> <ul style="list-style-type: none"> <li>To provide technical support to colleagues and visiting speakers with wider curricular projects and workshops.</li> <li>To assist with management for planned events involving production of programmes, tickets, posters and promotion thereof within the school community and to parents, as well as technical support as appropriate to the event.</li> <li>To develop effective relationships with music peripatetic instructors providing tuition in school, timetabling student lessons and reporting to the finance team.</li> <li>To support with sourcing, acquiring and or creating new resources, set, equipment, props and costumes as required.</li> </ul> <p><b>Admin and technical support</b></p> <ul style="list-style-type: none"> <li>To oversee planned and adhoc servicing and maintenance of equipment and resources, as required.</li> <li>To be aware of health and safety requirements and ensure safety of self and others when carrying out the role requirements.</li> <li>To ensure appropriate record keeping of resources available to the departments and order replacements as required by line manager/s.</li> <li>To maintain and co-ordinate the Music technology suite and Recording Studio and be responsible for the maintenance and upkeep of all department and studio software, hardware and iMacs.</li> <li>To maintain an inventory of musical instrument stock and resources,</li> </ul>

	<p>ensuring adequate supplies of replacement sundries are available (e.g. guitar strings, woodwind reeds and so on), and report any damages and arrange for repairs/replacement, in consultation with line manager.</p> <ul style="list-style-type: none"> <li>• To maintain an inventory and maintenance of equipment in the Drama Department (Lights, Sound, Props, Costume), and to report any damages and arrange for repairs/replacement, in consultation with line manager.</li> <li>• Maintain an accurate inventory of all faculty owned equipment and related assets, ensuring all equipment is properly labelled, stored, and accounted for.</li> <li>• Working with the finance team, conduct regular audits to verify asset location and condition.</li> </ul>
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**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard
- Be aware and comply with policies, protocols and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the academy and beyond
- To represent the academy at events as appropriate
- To support and promote the academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

**REVIEW ARRANGEMENTS**

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.



### Person specification

JOB TITLE	GRADE
Creative Arts Technician	<b>NJC Grade 4, Point 6-7</b>

NOTE TO APPLICANTS: Whilst all points on the specification are important, those marked 'E' are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited to interview.

Criteria	Necessary requirements	
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> <li>GCSE or equivalent level in Maths and English.</li> <li>A Level or BTEC Level 3 Music Technology</li> <li>Knowledge of lighting and sound for performances</li> <li>Experience of effective trouble shooting and resolution of software and hardware issues.</li> <li>Experience of working backstage on productions.</li> <li>Previous relevant experience in a music studio/theatre/classroom or similar environment.</li> <li>First aid qualification or willingness to undertake.</li> <li>Knowledge of Photography GCSE and the software used</li> </ul>	E D E E  D D  D D
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>Proficient with ICT, particularly Apple Macs, and good knowledge of Logic.</li> <li>Some knowledge of lighting and sound technology, application and set ups.</li> <li>Excellent interpersonal and communication skills.</li> <li>Good knowledge and awareness of health and safety requirements.</li> <li>Ability to troubleshoot and contribute to solutions.</li> <li>Knowledge/ experience of networked macs</li> <li>Knowledge of stage management and responsibilities of role</li> <li>Knowledge of lighting and sound desk set up and operation</li> <li>Knowledge of managing backstage equipment, props, costumes and equipment.</li> </ul>	E  E  E E  E E E E D
ATTRIBUTES	<ul style="list-style-type: none"> <li>Confident, strong communication skills</li> <li>Ability to form good relationships with colleagues and students.</li> <li>Ability to work as part of a team, understanding school roles and responsibilities including own.</li> <li>Able to follow direction and work in collaboration with others.</li> <li>Good time management and organisation skills.</li> <li>Innovative, proactive and able to work on own initiative.</li> <li>To be reliable, punctual and have good attendance.</li> <li>Ability to work independently, unsupervised.</li> <li>Flexible, enthusiastic and able to attend events beyond core</li> </ul>	E E  E  E E E E E E

	<p>contracted hours to support extra-curricular events.</p> <ul style="list-style-type: none"><li>• Ability to bend, stretch, lean, reach, carry heavy and awkward items and work at ladder height.</li><li>• Commitment to highest standards of child protection and safeguarding.</li><li>• Recognition of the importance of personal responsibility for health and safety.</li></ul>	<p>E</p> <p>E</p> <p>E</p>
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