



Job Description:

0.5 Performing Arts Technician

(Term Time + 2 weeks)



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REF: BSS064-876

The role:

You will be required to carry out appropriate duties within The Academy at KGV Sixth Form including support for Drama, Dance and Music. The role will also be required to provide support in relation to technical support in the college's theatre for events such as Open Evening, the end of year shows and awards ceremonies, visiting speakers, and input into other marketing events.

Candidates should have experience with the media and equipment used to support Drama, Photography, and the Creative Media subject areas, and will be required to upskill to a sufficient level as required to support staff and students in these areas.

Knowledge of a variety of Performing Arts and music processes, studio and workshop practices, and digital technology would be advantageous. This role will be based at the KGV Sixth Form College Campus but cross site working may be required.

Responsible to:

The postholder is responsible to the Head of Division.

Key Accountabilities and Responsibilities:

1. Carry out appropriate student and staff induction procedures into The Academy's performance and studio areas.
2. Contribute to cross college events that have a still or moving media component
3. Facilitate student learning by guiding, advising, informing and demonstrating on an individual and/or group basis.
4. Contribute to the monitoring and assessment of student learning.
5. Provide workshop support for individual or group project work.
6. Prepare and process materials as appropriate and maintain the learning environment in accordance with health and safety and curriculum requirements.
7. Participate in promotional activities as appropriate.
8. Ensure the service and maintenance of all equipment within The Academy's performance spaces, studio areas and stores in accordance with Southport College's Health and Safety policy.
9. Ensure the COSHH assessments are maintained and updated as necessary.
10. Ensure that the safe systems of work are in place and that risk assessment have been completed and recorded in the appropriate documentation.

11. Ensure that The Academy's studio consumables and equipment are managed and maintained efficiently and ordered from appropriate suppliers when necessary and that there is reasonable maintenance of deliveries.
12. Contribute to the development of learning materials.
13. Negotiate a suitable weekly timetable with appropriate teaching staff.
14. Undertake appropriate technical assistance to other areas of the Department when required.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
An advanced qualification in an appropriate subject or recent industrial experience in Performance and Creative Arts	E	A
Level 2 qualification or equivalent in Numeracy and Literacy (or willingness to undertake and achieve within 2 years)	E	A
Possession of an appropriate First Aid qualification	D	A/I

Experience		
Previous experience of further education	D	A/I

Knowledge, Skills and Attributes		
Knowledge of a variety of performing arts processes, studio and workshop practices, and digital technology would be advantageous.	D	A/I
Ability to work successfully within a team situation	E	A/I
Ability to work successfully with cross college teams	E	A/I
Readiness to be flexible in approaching the work involved	E	A/I
Knowledge of present health and safety legislation	E	A/I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£10,566.65 to £10,813.54 per annum

In order to ensure that employees who are employed on a term time only basis receive regular payments throughout the year, annual salaries are paid in 12 equal monthly instalments in line with the College's leave year (1 September to 31 August).

Please note, in the event of an appointment, contractual change or termination of employment mid-way through the College's leave year, the annual salary for the relevant leave year will need to be recalculated in order to ensure that the correct payment is received based on the projected working hours/weeks or actual working hours/weeks including any entitlement to accrued holiday pay.

Summary of Terms and Conditions of Employment:

There will be an annualised working year of 620 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 113 hours holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

Evening and/or early morning duty may be necessary during August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 2nd week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: Monday 5th October 2026 (10.00am)

Interviews will be held: Within 2 weeks of the closing date

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

